Exhibitor Services Manual

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage
Las Vegas, NV

Presented By

Yesterday's Values *Tomorrow's Vision* *Delivered Today*

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Moonachie, NJ 07074
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Metropolitan Exposition Services, Inc.

www.metro-expo.com

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METROPOLITAN exposition

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METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Metropolitan Exposition Services, Inc. is pleased to be the official Decorator and Service Contractor for Biggest Tattoo Show on Earth, being held October 26-28, 2012, at the The Mirage.

Enclosed, you will find all the necessary information and order forms for this event. Please read and complete each form carefully and return completed forms to us as soon as possible so that we may provide you with expedient service.

EACH 10' x 10' EXHIBIT BOOTH INCLUDES:

- 8' High Back Wall (Black, White, White, Black)
- 3' High Side Rail (Black)
- (1) 6' x 30" Undraped Table
- (1) 8' x 30" Draped Table (Black)
- (2) OH White Chairs
- (1) Wastebasket
- (1) 7" x 44" ID Sign

Please note that the exhibit area is carpeted.

EVENT SCHEDULE:

Exhibitor Move-In:	Friday	October 26, 2012	8:00am-2:00pm
Show Hours	Friday	October 26, 2012	2:00pm-10:00pm
	Saturday	October 27, 2012	12:00pm-10:00pm
	Sunday	October 28, 2012	12:00pm-8:00pm
Exhibitor Move-Out:	Sunday	October 28, 2012	8:00pm-11:59pm
Force Freight/Clear Floor	Sunday	October 28, 2012	11:59pm
	Monday	October 29, 2012	8:00am-12:00pm

Metropolitan Exposition will begin returning empty shipping containers **at 8:00pm on October 28, 2012**; this process should take approximately two (2) hours. Please keep this in mind when scheduling labor and freight pick-up.

All carriers must check-in for pick-up no later than 11:00pm on Sunday, October 28, 2012.

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IMPORTANT DEADLINES: Please check all order forms for additional deadlines.

FURNITURE & CARPET	Deadline date for advance order discount:	October 11, 2012
FREIGHT	Shipments begin arriving at warehouse:	September 20, 2012
	Warehouse shipments deadline	October 18, 2012

Shipments will be accepted after the deadline; however, surcharges will be assessed for late delivery.

Advance shipping to Metropolitan Exposition Warehouse:

This is the preferred method of shipping. This ensures timely delivery of freight directly to your booth at show site.

Biggest Tattoo Show on Earth
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

Advance shipments can arrive beginning on:
September 20, 2012

Advance shipment deadline (avoid surcharges)
October 18, 2012

Warehouse receiving hours are 8:00am – 4:00pm

Direct shipping to The Mirage:

Biggest Tattoo Show on Earth
[Exhibiting Company Name]
[Booth #]
c/o Metropolitan Exposition Services, Inc.
The Mirage
3400 S. Las Vegas Blvd
Las Vegas, NV 89109

Shipments can arrive to show site:
October 26, 2012 (8:00am-2:00pm)

Do not ship any materials to The Mirage before this time frame. The Mirage will not accept any shipments.

We are here to ensure that you have a pleasant and successful show. Should you have any questions or require assistance regarding Metropolitan Exposition's equipment or services, please contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

Payment Authorization Form

METROPOLITAN exposition
201.994.1300 (main) 201.994.1350 (fax)

METROPOLITAN exposition TRANSPORTATION
201.355.4109 (main) 201.355.4145 (fax)

METRO multimedia
201.340.2290 (main) 201.340.2108 (fax)

Company:	Booth:
Address:	Biggest Tattoo Show on Earth
	Phone:
Ordered by (Print):	
Email Address:	Fax:

CALCULATE ESTIMATED TOTALS

Furnishings and Accessories Order Forms		Signage & Graphics Order Form	
Executive Collection Order Form		Labor, Hanging Sign & In-Booth Forklift Orders	
Standard, Custom Cut & Plush Carpet Order Form		Material Handling & Accessible Storage Orders	
Rental Exhibit Rental Exhibits & Accessories		Other (specify) _____	
		Total Estimate with tax to Metropolitan Exposition Services, Inc.	
		Please initial for estimates for Metropolitan Exposition Services, Inc.	
Audio Visual / In-Show Network Orders		*Total Estimate with tax to MetroMultiMedia, Inc.*	
		Please initial for estimates for MetroMultiMedia, Inc.	
Metro-Trans Estimated Charges		*Total Estimate to Metropolitan Exposition Transportation, Inc.*	
		Please initial for estimates for Metropolitan Exposition Transportation, Inc.	

PAYMENT AUTHORIZATION

YOUR SIGNATURE ON THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND IN YOUR SERVICE MANUAL.

#1 - Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc., will each have separate charges and invoices, as applicable. Do not combine services or payments.
#2 - Metropolitan Exposition Transportation Inc. requires credit card payment as the only acceptable method of payment.
Company Check -Make payable to Metropolitan Exposition Services and/or MetroMultiMedia and reference **Biggest Tattoo Show on Earth**. Mail to 115 Moonachie Ave. Moonachie, NJ 07074.
* Please Note - Return checks are subject to a $25.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACKUP.**
Wire Transfers -If paying by wire transfer for Metropolitan Exposition Service or MetroMultiMedia, please include a $25.00 surcharge for bank fees. **Please call for wire transfer details.**
Credit Card -For your convenience, Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation, Inc. charges, and any charges that Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., or Metropolitan Exposition Transportation Inc., may be obliged to pay on your behalf, including without limitation, any material handling charges and/or labor charges. Please complete the information requested below.

☐ AMEX ☐ VISA ☐ MasterCard

																EXP. DATE
Account Number																
Security Code					Visa/MasterCard (3 Digits), Amex (4 Digits)											

Cardholder Printed Name:_____

Cardholder Billing Address: _____

City/State/Zip:_____

***** The cardholder named above hereby authorizes Metropolitan Exposition Services, Inc., MetroMultiMedia Inc., and Metropolitan Exposition Transportation Inc. to charge my credit card for the actual costs of the services estimated above and any additional service and amount including, but not limited to, labor to install or dismantle booth and or material handling. If my carrier fails to pick up my freight before the published forced freight time, I acknowledge and agree that I will incur charges from Metropolitan Exposition Transportation, Inc. If there is any intent to commit fraud, I will be held to full extent of the law.**

CARDHOLDER SIGNATURE: _____DATE: _____

PAYMENT POLICY: -Metropolitan Exposition Services, Inc., MetroMultiMedia, Inc. and Metropolitan Exposition Transportation, Inc., each require payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made at show site. NO CREDITS WILL BE MADE AFTER SHOW CLOSING. Payments in check form **must** be in US Dollars from a US Bank.
TAX EXEMPT STATUS: -If you are exempt from paying sales tax, you must forward a certificate of exemption for the state in which the services are to be used at or prior to the time of payment. Resale certificates are not valid unless you are rebilling these charges to your customer. (All Metro Trans services are non-taxable)
EQUIPMENT: -You are responsible for payment on any Metropolitan Exposition Services, Inc. rental equipment within your booth.

By signing this form you acknowledge and agree that if your order is received after the Discount Price Deadline Date you are subject to higher rates.

Third Party Billing Request

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

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You may arrange for a third party to handle your display and be billed for services. Both companies must complete this form in its entirety and return by the deadline date. It is understood and agreed that the exhibiting company is ultimately responsible for payment of all charges. If the named third party does not pay the invoice before the last day of the show, all charges will revert to you, the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Exhibiting Company:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

Third Party Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Authorized By (Print): _____ Email: _____

Credit Card Charge Authorization: ☐ AMEX ☐ VISA ☐ MasterCard EXP. DATE

Account Number																	
Security Code					Visa/Master Card (3 Digits), Amex (4 Digits)												

Cardholder Printed Name: _____

Cardholder Billing Address: _____

City/State/Zip: _____

The items checked below are to be invoiced to the Third Party:

☐ All Services ☐ I&D Labor ☐ Rental Furniture ☐ Signs ☐ Material Handling

☐ Metropolitan Exposition Transportation ☐ MetroMultiMedia ☐ Other (specify): _____

Cardholder Signature: _____

METROPOLITAN exposition

Standard Furniture & Accessories

Chairs

Upholstered Side Chair

Tall Stool

Draped & Undraped Tables

Pedestal Tables

Pedestal Table 30” High
Color: Black

Pedestal Table 42” High
Color: Black

Accessories

Chrome Easel

Retractable Stanchion

Wastebasket

Standard Furniture & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
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Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 11, 2012

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October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Item #	Description	Discount Price	Standard Price	Specify Color	Total Price
CHAIRS		1011	Upholstered Side Chair	$79.23	$118.84	N/A	
		1000	Designer Arm Chair	$98.40	$147.60	N/A	
		1013	Tall Black Stool	$111.28	$166.91	N/A	
UNDRAPED TABLES		2500	4' x 30" Undraped Table	$58.68	$88.01	N/A	
		2501	6' x 30" Undraped Table	$68.94	$103.41	N/A	
		2502	8' x 30" Undraped Table	$79.52	$119.28	N/A	
UNDRAPED COUNTERS		2503	4' x 42" Undraped Counter	$65.22	$97.84	N/A	
		2504	6' x 42" Undraped Counter	$74.90	$112.36	N/A	
		2505	8' x 42" Undraped Counter	$84.79	$127.19	N/A	
UNDRAPED TABLE TOP RISERS		2506	4' Wood Riser	$50.41	$75.61	N/A	
		2507	6' Wood Riser	$64.39	$96.58	N/A	
DRAPED TABLES	***Drape Table Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1001	4' x 30" high Draped Table	$133.13	$199.69		
		1003	6' x 30" high Draped Table	$157.44	$236.16		
		1005	8' x 30" high Draped Table	$180.59	$270.88		
		2001	4th side Draped – 30"	$55.28	$82.92		
DRAPED COUNTERS	***Drape Counter Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1002	4' x 42" high Draped Counter	$160.30	$240.46		
		1004	6' x 42" high Draped Counter	$182.41	$273.61		
		1006	8' x 42" high Draped Counter	$205.63	$308.44		
		2002	4th side Draped – 42"	$64.39	$96.58		
DRAPED TABLE TOP RISERS	***Draped Riser Colors: Black, Blue, White, Burgundy, Red***						
		2508	4' Draped Riser (select color)	$77.05	$115.58		
		2509	6' Draped Riser (select color)	$93.97	$140.95		
DRAPE	***Drape Colors: Black, Blue, White, Burgundy, Forest Green, Red, Gray, Teal***						
		1016	3' high Banjo Drape (4' min. order)	$15.60/ft	$23.40 /ft		
		1017	8' high Banjo Drape (4' min. order)	$18.87 /ft	$28.31 /ft		
PEDESTAL TABLES		1007	30" x 30" High Pedestal Table	$156.28	$234.42	N/A	
		1009	30" x 42" High Pedestal Table	$156.28	$234.42	N/A	
MISCELLANEOUS		1019	Chrome Easel	$58.53	$87.80	N/A	
		1020	Wastebasket	$19.50	$29.25	N/A	
		1030	Stanchion	$51.70	$77.54	N/A	
		1031	White Plastic Chain (per ft)	$2.48	$3.72	N/A	
		1032	Red Velour Rope	$40.52	$60.78	N/A	
		1033	Ticket Tumbler	$75.25	$112.87	N/A	
		1034	Fish Bowl	$20.40	$30.59	N/A	

If a color is not checked a default color will be chosen

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Pegboard & Display Panel Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
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The Mirage

Company Name: _____ Booth #: _____

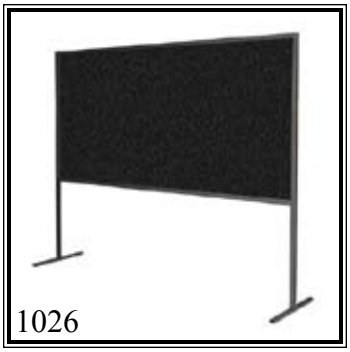
Contact Name: _____ Phone #: _____

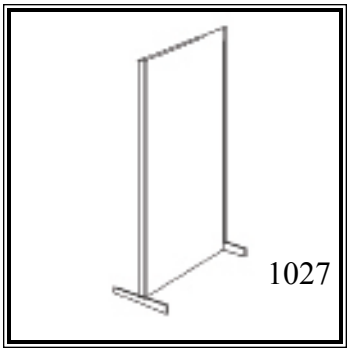
PEGBOARDS
Horizontal & Vertical

1023

1024

DISPLAY PANELS
Horizontal & Vertical


1026


1027

	Qty.	Item #	Description	Orintation	# of Sides	Discount Price	Standard Price	Total Price
Pegboards		10232	4x8 Pegboard	Vertical	2	$202.58	$303.88	
		10242	4x8 Pegboard	Horizontal	2	$202.58	$303.88	
Display Panels		1026	4x8 Bulletin Board	Horizontal	--	$173.64	$260.47	
		1027	4x8 Bulletin Board	Vertical	--	$173.64	$260.47	

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Garment & Display Rack Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

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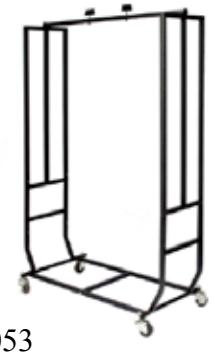
Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

GARMENT RACKS

Rolling Garment Racks

1052



1053

DISPLAY RACKS

2 & 4 Way Slant/Straight Arm

1044

1045

1048

1049

	Qty.	Item #	Description	Discount Price	Standard Price	Total Price
Garment Racks		1052	Chrome Rolling Garment Rack	$66.67	$100.00	
		1053	Modular Rolling Rack	$144.70	$217.05	
Display Racks		1044	2-Way Straight Arm	$104.77	$157.16	
		1045	2-Way Slanted Arm	$104.77	$157.16	
		1048	4-Way Straight Arm	$123.87	$185.80	
		1049	4-Way Slanted Arm	$123.87	$185.80	

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

Grids & Accessories Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 11, 2012

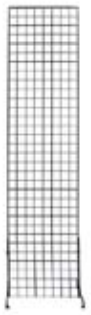
Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

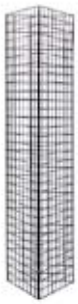
Contact Name: _____ Phone #: _____

GRIDS

Grids are 2' x 8'



1053
2' x 8'



1054
3 Sided

1055
4 Sided

1031
12" Face-Out Bracket

1032
12" Shelf Bracket

1033
Grid Hooks

1034
7-Way Waterfall

1037
1M Grid Shelf

	Qty.	Item #	Description	Discount Price	Standard Price	Total Price
GRIDS		1053	2' x 8' Grid Wall with legs	$149.38	$224.07	
		1054	3 Sided Grid Display	$253.72	$380.58	
		1055	4 Sided Grid Display	$355.39	$533.09	
ACCESSORIES		1038	1Meter Grid Shelf	$53.98	$80.97	
		1032	12" Shelf Bracket	$13.33	$19.99	
		1031	12" Face-Out Bracket	$13.33	$19.99	
		1033	Grid Hooks	$3.90	$5.85	
		1034	7-Way Waterfall	$13.33	$19.99	

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items cancelled after move-in begins will result in a 50% re-stocking fee. There will be no refund for items called after installation. NO EXCEPTIONS.

METROPOLITAN exposition

Executive Collection

Sausalito Sofa
LC-611

Sausalito Loveseat
LC-610

Sterling Coffee Table
TO-601

Princeton Coffee Table
TO-201

Kobe
LC-706

Kobe
LC-707

Kobe
LC-708

Kobe
LC-709

Grey
42" PE-106
36" PE-107
30" PE-108

Black
42" PE-101
36" PE-102
30" PE-103

Pedestal

Storage Pedestal
w/keyboard tray
PE-100 Black
PE-105 Grey
PE-110 White

Literature Rack
AC-104

METROPOLITAN exposition

EXECUTIVE COLLECTION

Euro Maple Chair
CH-309

Carmel Bar Stool
SB-200

Silk Back Chair
CH-308

Euro Maple Cafe Table
TC-102

Carmel Bar Table
TB-101

Trestle Table
TG-402

Euro Black Chair
CH-301

Euro Black Bar Stool
SB-204

Silk Back Bar Stool
SB-202

Executive Collection Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Qty.	Item #	Description	W x D x H	Color	Discount Price	Standard Price	Total Price
	AC-104	Literature Rack	9" x 14" x 54.5"	Black Metal	$209.20	$313.80	
	CH-301	Euro Black Chair	19" x 17"	Black Fabric	$145.99	$218.98	
	CH-308	Silk Back Chair	20.5" x 17" x 34"	Clear/Black/Chrome	$175.19	$262.78	
	CH-309	Euro Maple Chair	20" x 20" x 30"	Maple/Black/Chrome	$184.92	$277.38	
	LC-610	Sausalito Loveseat	59" x 32" x 32"	Black Micro Suede	$632.59	$948.90	
	LC-611	Sausalito Sofa	83" x 32" x 32"	Black Micro Suede	$681.27	$1,021.91	
	LC-706	Kobe	34" x 21" x 17"	Black Micro Suede	$262.77	$394.16	
	LC-707	Kobe	34" x 21" x 17"	Soft Plum Micro Suede	$262.77	$394.16	
	LC-708	Kobe	34" x 21" x 17"	Citrus Micro Suede	$262.77	$394.16	
	LC-709	Kobe	34" x 21" x 17"	Tangerine Micro Suede	$262.77	$394.16	
	PE-101	Pedestal	14" x 14" x 42"	Black	$379.56	$569.34	
	PE-102	Pedestal	14" x 14" x 36"	Black	$340.63	$510.95	
	PE-103	Pedestal	14" x 14" x 30"	Black	$311.43	$467.16	
	PE-106	Pedestal	14" x 14" x 42"	Grey	$379.56	$569.34	
	PE-107	Pedestal	14" x 14" x 36"	Grey	$340.63	$510.95	
	PE-108	Pedestal	14" x 14" x 30"	Grey	$311.43	$467.16	
	PE-100	Storage Pedestal w/ Tray	24" x 24" x 42"	Black	$583.94	$875.91	
	PE-105	Storage Pedestal w/ Tray	24" x 24" x 42"	Grey	$583.94	$875.91	
	PE-110	Storage Pedestal w/ Tray	24" x 24" x 42"	White	$583.94	$875.91	
	SB-200	Carmel Bar Stool	18" x 17" x 43"	Maple/Nickel/Cream	$262.77	$394.15	
	SB-202	Silk Back Bar Stool	18" x 17" x 41.5"	Clear/Black/Chrome	$262.77	$394.15	
	SB-204	Euro Black Bar Stool	21" x 23" x 43"	Black Vinyl	$262.77	$394.15	
	TB-101	Carmel Bar Table	30" Dia x 42"	Maple/Nickel	$340.63	$510.95	
	TC-102	Euro Maple Cafe Table	42" Dia x 29"	Maple/Chrome	$340.63	$510.95	
	TG-402	Trestle Table	32" x 32" x 29"	Chrome/Glass	$437.96	$656.93	
	TO-201	Princeton Coffee Table	45" x 21" x 16"	Black/Glass	$291.97	$437.97	
	TO-601	Sterling Coffee Table	25" Dia x 21"	Glass/Silver	$282.23	$423.35	

For more from this Executive Collection, please call our
Exhibitor Services Department at 201-994-1301

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Executive Furnishings are non-refundable 10 days prior to move-in.

Standard Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 11, 2012

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

STANDARD CARPET

Price includes delivery, installation, carpet tape and removal.

Custom cut carpet is required for all booths longer than 30' or booths configured as an island or peninsula.

Multiples are not available in the same color. No exceptions.

Colors Available - Please check desired color:

If a color is not checked a default color will be chosen

***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

Qty.	Item	Discount	Standard	Total
	10' x 10' Booth Carpet	$189.05	$283.57	
	10' x 20' Booth Carpet	$378.09	$567.14	
	10' x 30' Booth Carpet	$567.14	$850.71	

PADDING & VISQUEEN

Price includes delivery, installation, carpet tape and removal.
Minimum order of 100 square feet is required.

Qty.	Item	Discount	Standard	Total
	Carpet Padding - 1/2"	$0.84 sq.ft.	$1.26 sq.ft	
	Visqueen Plastic Covering	$0.44 sq.ft	$0.66 sq.ft.	

Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Custom Cut & Plush Carpet Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 11, 2012

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Remember to order utilities in advance.
All utility lines must be installed before carpet installation.

CUSTOM CUT CARPET

Price includes delivery, installation, carpet tape, visqueen and removal.

Minimum order of 100 square feet is required for custom cut carpet orders.

Colors Available - Please check desired color:
If a color is not checked a default color will be chosen
***These colors are approximate and serve only as an example. Your actual carpet color will vary.**

☐ Black

☐ Blue

☐ Green

☐ Gray

☐ Red

☐ Burgundy

☐ White

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$4.22 sq.ft.	$6.33 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				
PADDING				
	Carpet Padding - 1/2”	$0.84 sq.ft.	$1.26 sq.ft	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

PLUSH CUSTOM CUT CARPET (26 oz)

Price includes delivery, installation, carpet tape, padding, visqueen and removal.

Minimum order of 400 square feet is required for premium cut carpet orders.

Colors Available - Please check desired color:
*These colors are approximate and serve only as an example. Your actual carpet color will vary.

☐ Onyx

☐ Navy

☐ Boysenberry

☐ Charcoal

☐ Sword

☐ Silky Beige

Qty.	Item	Discount	Standard	Total
	Custom Cut Carpet	$6.89 sq.ft.	$10.34 sq.ft.	
Booth Size: Length _____ ft x Width _____ ft = _____ sq.ft.				

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Any Standard Carpet cancelled will be charged 50% after move-in begins and 100% after installation. Custom Cut Carpet orders are non-refundable 2 weeks prior to move-in.

Stage Rental Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 11, 2012

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

	Qty.	Length x Width x Height	Discount Price	Standard Price	Total Price
Stages		4' x 8' x 8"	$191.38	$287.07	
		4' x 8' x 12"	$196.33	$294.50	
		4' x 8' x 24"	$208.76	$313.14	
		Platform Stairs 12"	$86.82	$130.23	
		Platform Stairs 24"	$86.82	$130.23	

	Total Lin.Ft.	Item #	Description	Discount Price	Standard Price	Total Price
	Available Colors: Black, Blue, White, Burgundy, Gold, Green, Red, Gray					
PLATFORM SKIRTING		2305	Platform Skirting Per Linear Ft. ___x___	$4.16	$6.23	

	Total Sq.Ft.	Item #	Description	Discount Price	Standard Price	Total Price
	Available Colors: Black, Blue, Burgundy, Red, Gray					
PLATFORM CARPETING		2306	Platform Carpeting, Custom Cut	$4.22	$6.33	

ALL STAGE ORDERS MUST BE ACCOMPANIED BY A DIAGRAM

Booth _____

Booth _____

Aisle _____

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.

Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: Items are non-refundable 2 weeks prior to move-in.

METROPOLITAN exposition

The Metropolitan Exposition Exhibit and Design team offers new Media Kiosks that will enhance your booth design and presense on the show floor. The new media kiosks will improve your marketing strategy by helping to attract prospective clients. Our Media Kiosks are fitted for a built-in 42" monitor. The clean enclosure design provides ample room functionality and branding artwork for your booth. Media Kiosks can be incorporated in any of our Custom Booth designs and Rental Exhibits or by themselves. do you need content for a video? Metro Multimedia can help you! For more information about our Media Kiosks, please call us at 201-994-1303 or email us at exhibitsales@metro-expo.com

A.

B.

C.

D.

Please contact a Metropolitan Exposition Exhibit Sales Team Member for more information at exhibitsales@metro-expo.com
(p) 201-994-1303 (f) 201-994-1350

Multi Media Kiosks Order Form

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Description	Discount Price	Standard Price	Total Price
Basic Kiosk Design	$500.00	$750.00	
Silver, Gold & Platinum Kiosks Design	$650.00	$845.00	

The monitor is NOT included – call for monitor daily rental price.
201-994-1303

Kiosk are available in two colors: Black or White

MetroMultiMedia Order Form

METRO multimedia

Complete Sound, Lighting and Video Services
115 Moonachie Ave, Moonachie, N.J. 07074
201-340-2290, C: 201-954-3320, F: 201-340-2108

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Delivery Date/Time: _____ Pick Up Date/Time: _____

On Site Contact: _____ On Site Contact #: _____

Audio Equipment	Qty.	Daily Rate	# of Days	Total
One Speaker Sound System with Wired Hand Held Microphone		$85.00		
Two Speaker Sound System with Wired Hand Held Microphone		$150.00		
Wireless Microphone (Lavalier, Handheld, or Headset)		$125.00		
Eight Channel Audio Mixer		$55.00		
CD Player		$50.00		
Large Venue Sound Systems are available (upon request)		Please Call		
Projection	**Qty.**	**Daily Rate**	**# of Days**	**Total**
2.5k Lumen LCD Video / Data Projector (Conference Room)		$225.00		
4.5k Lumen LCD Video / Data Projector (In Booth)		$400.00		
Tripod Projection Screen (5', 6', 7', or 8')		$45.00		
Projector Stand		$15.00		
Lighting and Rigging packages are available (upon request)		Please Call		
Video and Data Display	**Qty.**	**Daily Rate**	**# of Days**	**Total**
22" LCD Data / Video Flat Panel Display		$85.00		
26" LCD Data/Video Flat Panel Display		$110.00		
32" LCD Data/Video Flat Panel Display		$150.00		
42" LCD Data/Video Flat Panel Display		$275.00		
50" LCD Data/Video Flat Panel Display		$425.00		
60" LCD Data/Video Flat Panel Display		$500.00		
70" LCD Data/Video Flat Panel Display		$575.00		
Dual Post Floor Stand for Flat Panel Monitors (for 42" through 70" LCD's only)		$50.00		
VHS Video Cassette Player		$30.00		
DVD Player		$35.00		
Blue Ray DVD Player		$65.00		
Tri-Standard (PAL) VHS or DVD Video Player		$65.00		
54" Video Cart with Skirt (For 22" through 32" LCD's)		$25.00		
Laptop Computer - 80g HD, 512mg Ram		$110.00		
Additional monitors or presentation systems are available		Please Call		

Please Note:

Drayage Costs (if applicable) are not included in delivery costs.
A labor charge of $70/hr may be added depending on the type and quantity of equipment ordered. Equipment cancellations not recieved 48 hrs. before delivery date will be charged 100%. **Please Contact us to confirm order prior to show.**

Equipment Rental Total	
Labor	
Delivery & Pickup	$135.00

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Signage & Graphics Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 11, 2012

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DIGITAL INKJET SIGNS

Rates based on one color copy, white showcard, 10 words or less

Qty.	Size/Description	Discount Price	Standard Price	Total
	14" x 22"	$48.23	$72.35	
	22" x 28"	$86.82	$130.23	
	24" x 36"	$115.76	$173.64	
	30" x 40"	$144.70	$217.05	
	Logo	Quoted upon request	Quoted upon request	
	Banner	Quoted upon request	Quoted upon request	

Background Color:_____ Copy Color:_____

Select Lay-out: ☐ Vertical ☐ Horizontal

Select Font Style: ☐ Corporate ☐ Jazzy

*Deadline for graphics is (2) weeks before the show open.
Any graphics turned in late will incur a 35% rush fee*

Metropolitan Exposition Services, Inc., can meet any sign or graphic requirements you have.
Please contact us at 201.994.1303 if you have any questions or need additional information.
Indicate Sign Copy Here (please attach additional sign copy if required)

SUBTOTAL = _____ + TAX @ 8.1% = _____ = TOTAL _____

Payment Authorization Form must accompany order.
Any order received after Discount Deadline will be charged the Standard Rates *NO EXCEPTIONS*

Cancellation Policy: All orders are non-refundable once ordered and proccessed.

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

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The Mirage

Preferred Application: A PC-Based Adobe Illustrator .eps file. This should be a VECTOR file (as opposed to a bitmap image). Any letters or text in the file should be converted to curves (or shapes) before being saved as an .eps file.

The above type of file will allow us to import the file into our system to be used for either vinyl cutting and/or inkjet printing (whichever we determine as the most practical for that specific application).

Other preferred types of files are Gerber Graphix Advantage .plt, Corel Draw .cdr, Adobe Photoshop .psd, and Quark Xpress documents (providing that all components of the document (fonts, images, etc.) are included in the file. Quark documents should not be emailed, but sent on disk.

We can also accept some of the more common graphic format files such as .tif, .jpg, .pcx, .gif, etc. However, these files are bitmap images that are resolution-reliant. Whereas a low-res .jpg or .gif may be fine for a web page or a business card, when it is enlarged for a big sign or banner, the image suffers in that it becomes blurry or pixilated with “Stair Stepped” edges. When sending bitmap files for large graphics, the higher the resolution the better.

As stated previously, we prefer PC-Based files, however we can accept MAC files providing that they are sent to us on some type of digital storage media such as: 3.5” Diskette, ZIP Disk, CD-ROM (as opposed to emailing, as our MAC workstation is not wired into our email system).

If digital files are unattainable, we can work from camera-ready artwork. Such artwork must be large, clean, crisp, black & white stats or laser prints suitable for scanning. Business cards, letterheads, etc. DO NOT constitute camera-ready artwork and require a considerable amount of time and expense to edit.

If printing 1M graphic panels for booth packages, please allow 12” at the top for the header.

If in doubt, or have any questions, please contact us:
exhibitsales@metro-expo.com

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

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The Mirage

UNION INFORMATION
To assist you in planning you participation in your Las Vegas area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. **Please refer any questions you may have to an on-site Metropolitan Management employee. We will be happy to assist you in any way possible.**

TEAMSTER UNION
- **Exhibit Labor**

Teamsters Union Local #631 has jurisdiction through a labor agreement with Metropolitan Exposition Services, Inc. for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full-time company personnel. This work is to include all wall coverings, floor coverings, pipe and drape, painting, hanging of signs and/or decorative material from the ceiling, placement of all signs, and the erection of platforms used for exhibit purposes. Exhibitor Appointed Contractor who is bonded with the convention center may do work. Please refer to the form enclosed and provide a Certificate of Insurance.

Local #631's jurisdiction does not cover the placement of your product on display, the opening of carton containing your products, nor performance, testing, maintenance or repairs of your products. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the Metropolitan Exposition labor forms enclosed.

- **Freight Handling**

Teamster's Union Local #631 has jurisdiction through a labor agreement with Metropolitan Exposition Services, Inc. for the loading and unloading of trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of , uncrating, un-skidding, leveling, and painting as well as the reverse process.

Metropolitan Exposition Services has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. Metropolitan Exposition Services will not be responsible for any material it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitor choose to "hand carry" material, they may not be permitted the loading dock / freight door areas.

TIPPING
Our work Rules prohibit the SOLICATION AND/OR ACCEPTANCE of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and tipping of any form is not allowed.

FLAMEPROOFING
All table coverings as well as booth equipment must be a non-flammable material. All decorative materials must be fire-resistant and in accord with the standard established by the City of Las Vegas Fire Department. Affidavits attesting to flameproof compliance with City of Las Vegas Fire Department Regulations must be submitted when requested. Crepe paper, corrugated paper, cardboard or other combustible material shall be prohibited. Combustible material, explosives, or welding are not permitted in or around the exhibit areas unless the Fire Marshall has granted special permission. Exhibitor shall not allow its display to block the view of, or impede access to fire alarm boxes, fire hose cabinets, fire extinguishers, or other safety equipment. Smoking is prohibited in all facilities.

INSURANCE
Metropolitan Exposition Services, Inc. and/or the Association (Exhibit Manager) and/or the Exhibit Convention Site will not be responsible in any way for the safety of any exhibit or materials against fire, water, theft, accident or any cause nor for the loss or damage to goods consigned to its care. However, every effort will be made to protect exhibitor's property. You are advised to consult your insurance broker for proper coverage on any of your display materials from the time it leaves your company's premises until it returns.

Labor Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Discount Deadline Date
October 11, 2012

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

DISPLAY LABOR (One Hour Minimum per Worker)

		Rates: per person/per hour	
Teamster Labor		**Discount Price**	**Showsite Price**
Straight Time	8:00 a.m. to 4:30 p.m. Monday through Friday	$109.98	$142.97
Overtime	4:30 p.m. to 8:00 a.m. Monday through Friday; Weekends and Holidays	$164.97	$214.46

*** Start time guaranteed only when labor is requested for the start of the working day.**
*** Labor must be cancelled in writing, 24 hours in advance to avoid one (1) hour cancellation or no-show fee per worker.**

INSTALLATION LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Installation of your exhibit will be completed at our discretion prior to show opening.
The charge for this service is 30% of the total installation labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

Total Installation = $ _____

DISMANTLE LABOR

☐ Metropolitan Exposition Supervised Labor – Key Information Form must be completed and returned with this order form.
Dismantle of your exhibit will be completed at our discretion.
The charge for this service is 30% of the total dismantle labor bill, or a minimum of $63.00.

Emergency Contact:_____Phone #: _____

☐ Exhibitor Supervised Labor – Supervisor must check-in at Metropolitan Service Desk to pick-up labor.
Supervisor Name:_____Phone #:_____

Date	Start Time	No. of People		Approx.Hrs Per Person		Total Hrs		Hourly Rate	Estimated Total Cost
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____
_____	_____	_____	X	_____	=	_____	@	_____	$ _____

Metropolitan Supervision (30% / $63.00 minimum) = $ _____

Total Dismantle = $ _____

Key Information Page

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Discount Deadline Date
October 11, 2012

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Please complete and return form if your display installation and/or dismantle is to be supervised by Metropolitan Exposition Services, Inc.

INBOUND SHIPPING & SET-UP INFORMATION

Freight Carrier: _____ Date Shipped: _____

Number of Pieces:_____ Total Weight: _____ Tracking Number: _____

Freight shipped to: □ Warehouse □ Showsite

Comments: _____

Set-up Plan/Photo: □ Attached □ With Exhibit □ In Crate # _____

Electrical Drawing: □ Attached □ With Exhibit □ Under Carpet

Carpet: □ With Exhibit □ Rental □ Padding

Equipment/tools/hardware required:_____

Comments:_____

Remember to order in advance:

Furnishings & Carpeting ***Cleaning*** ***Electrical & Telephone***

OUTBOUND SHIPPING & SET-UP INFORMATION

Ship To: _____

Address: _____

City/State/Zip: _____

Attention: _____ Phone: _____

Method of Shipment (list name & phone number)

□ Common Carrier _____

□ Van Line _____

□ Air Freight _____

□ Next Day □ 2nd Day □ Deferred (3 to 5 days)

Freight Charges: □ Prepaid □ Collect

Bill To: _____

Address: _____

City/State/Zip: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Phone:_____

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

OFFICIAL SERVICE CONTRACTORS

Show Management, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Contractors to perform and provide necessary services and equipment. Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractors will provide all usual trade show services, including labor. Exceptions are:

- Supervision may be provided by the Exhibitor
- The Exhibitor may appoint an exhibit installation contractor or display builder.

EXHIBITOR APPOINTED CONTRACTORS

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Metropolitan Exposition Services, Inc. of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnish the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has a proper certificate of insurance with a minimum of $1,000,000 liability coverage, including property damage, to show management and Metropolitan Exposition Services, Inc. at least ten (10) days before the show opening.
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Metropolitan Exposition Services, Inc.
4. For services such as electrical, plumbing, telephone, cleaning, and drayage, no contractor other than the Official Service Contractors will be approved. This regulation is necessary of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor to be used by the Exhibitor must provide a certificate of insurance with at least the following limits:
   a. Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person per occurrence.
   b. $2,000,000 with respect to injuries to more than one person in any occurrence
   c. Workers' Compensation Insurance including employee liability coverage, in a minimum amount not less than $1,000,000 of individual and/or aggregate coverage.
   d. Metropolitan Exposition Services, Inc. must be named as additional insured.

   Any Exhibitor that does not have a certificate of insurance on file in the Metropolitan Exposition Service, Inc. office ten (10) days prior to the show will be automatically assessed a $100.00 fee which will be charged against their security deposit.
6. The Exhibitor Appointed Contractor:
   a. Must agree to abide by all rules and regulations of the show, including all union rules and regulations.
   b. Must have all business licenses, permits, and Worker's Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work, and shall provide Show Management with evidence of compliance.
   c. Will share with Metropolitan Exposition Services, Inc. all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etcetera.
   d. Must furnish Show Manager and Metropolitan Exposition Services, Inc. with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
   e. Shall be prepared to show evidence that it ha a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
   f. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space.
   g. Shall provide, if requested, evidence to Metropolitan Exposition Services, Inc. that it possesses applicable and current labor contracts
   h. Must coordinate all of its activities with Metropolitan Exposition Services, Inc.
7. All information must be received in the Metropolitan Exposition Services, Inc. office no later than ten (10) days prior to the show.

Exhibitor Appointed Contractor Notification

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

If your company is utilizing services from a company other than your own or Metropolitan Exposition Services, Inc., the official service contractor designated by Show Management, this form must be completed and returned by October 11, 2012.

If this form is not returned, the Exhibitor Appointed Contractor will not be permitted to access the exhibit floor to service the exhibit, and the work will be performed and/or supervised by Metropolitan Exposition Services, Inc.

Exhibiting Company _____ Booth_____

Address _____

City, State, ZIP _____

Authorized by _____Title_____

Phone_____ Fax _____

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of the event.

By signing below, you agree that by using an exhibitor appointed contractor(s) for any service, you agree to indemnify, defend and hold harmless Metropolitan Exposition Services, Inc. from any and all claims, demands, suits, liabilities, damages, injuries, losses, expenses, including legal expenses, due to the presence or actions of the exhibitor appointed contractor(s).

Signature _____ Date_____

The Exhibitor Appointed Contractor must send a copy of their General Liability Insurance Certificate no later than by October 11, 2012.

Type of work to be performed_____

Exhibitor Appointed Contractor/Display House_____

Address _____

City, State, Zip _____

Phone_____ Fax _____

On-Site Contact _____

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

ATTENTION

Biggest Tattoo Show on Earth Exhibitors

Metropolitan Exposition Services, Inc. is the designated provider for material handling.

Please note that exhibitor move-in is on:

October 26, 2012 (8:00am-2:00pm)

To ship your exhibition materials to the Metropolitan Exposition Warehouse, consign your shipment(s) as follows:

Biggest Tattoo Show on Earth
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

Materials should arrive between September 20, 2012 - October 18, 2012

Materials that are delivered to the Metropolitan Exposition Warehouse after the receiving deadline of October 18, 2012 will incur an additional 30% “late delivery” surcharge.

Should you have any questions, please do not hesitate to contact our Exhibitor Services Department as follows:

Phone:	201.994.1301
Fax:	201.994.1350
E-Mail:	Exhibitorservices@metro-expo.com
Web Site:	www.metro-expo.com

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Please take a few minutes and review the following information pertaining to shipping and material handling.

Shipping Charges

Please prepay all shipping charges. Metropolitan Exposition Services, Inc. will not accept or be responsible for collect shipments.

Material Handling Rates and Charges

Labor and equipment required for unloading and loading are included with Metropolitan Exposition Services material handling rates. Material handling rates apply to each 100 pounds (CWT). All fractional poundage must be **rounded up** to the next CWT. Each shipment received is considered separately. No cumulative weights are allowed on split shipments, UPS, etc. The above services whether used completely or in part, are based on the inbound weight of the shipment. Tracing shipments with your carrier is NOT the responsibility of Metropolitan Exposition Services, Inc. Metropolitan Exposition Services, Inc. requires that 100% of the estimated payments are due in advance. Please complete and return the Payment Authorization Form with your order.

Special Handling

A surcharge of 35% is applied in addition to the quoted rates for shipment(s) received that require special handling. Special handling is defined as, but not limited to, any shipment that requires additional handling or special equipment to load or unload, i.e. ground handling, mixed loads, double decking, hoist equipment, designated loading sequence or side door unloading. You are required to notify Metropolitan Exposition Services, Inc. of any special handling needs two weeks prior to set-up. This includes forklift capacity over 5,000 pounds. Uncrated and/or loose shipments are subject to this charge.

Consignment

All shipments must be consigned c/o Metropolitan Exposition Services to enable us to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Inbound Bill of Lading / Delivery Slip

All shipments must have a bill of lading or delivery slip indicating the piece count, weight and description of merchandise. Upon shipping, immediately send copies of bill of ladings to Metropolitan Exposition as well as your on-site representative. Material handling charges are based on the weight of the freight. Certified weight receipts are required for all shipments. Trucks arriving without documented weight will be required to go to the nearest weighing station to obtain documentation or a mutual decision will be made as to the weight and will be binding to both parties.

Service Within Booth

All deliveries are made to the booth. Any further handling or placement within the booth will incur additional charges.

Empty Containers/Labels

When finished unpacking, empty shipping containers (cartons, fiber cases, etc.) that have empty labels affixed to them will be picked up, stored and returned at the close of the show. Empty labels are available at the Metropolitan Service Desk and are to be used for empty storage only. Metropolitan Exposition Services, Inc. is not responsible for any contents of a container marked empty. It will not be possible to access empty containers during the show as they will be stored off-site.

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Outbound Shipments

At the close of the show, it is the exhibitors' responsibility to:

- Obtain a Material Handling Agreement (MHA) from Metropolitan Exposition Services, Inc.
- Arrange with carrier of your choice to pick-up your freight from show site by the designated time
- Re-pack and label each container being shipped (old shipping labels should be removed)
- Complete and return the Material Handling Agreement (MHA) to Metropolitan Exposition Services, Inc.

A Material Handling Agreement must be completed for each shipment. Therefore, if you are shipping out freight to (2) different locations, Metropolitan must have an MHA for both locations. If freight is found on the show floor and Metropolitan Exposition Services, Inc. does not have a completed Material Handling Agreement, Metropolitan Exposition Services, Inc. will declare it **FORCED FREIGHT** and it will be returned C.O.D. to the address present on the outside of the packages. Metropolitan Exposition Services, Inc. assumes no responsibility for misdirected shipments or liability for such handling. Additional charges will be assessed for shipments returning to our warehouse at $55.00 per 100 pounds/CWT.

LIMITS OF LIABILITY

We are not responsible for damages to uncrated materials; materials improperly packed or concealed damages.

1. We are not responsible for loss, theft, or disappearance of any materials improperly packed or concealed damages.
2. We are not responsible for loss, theft, or disappearance of any materials before they are picked up from the exhibitors' booth for reloading after the show. Bills of lading covering outbound shipments will be checked at the time of actual pickup from the booth and discrepancies will be corrected.
3. We are not responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockout, or work stoppages of any kind or to causes beyond our control.
4. Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound/ article with a maximum liability of $100.00 (USD) per item, or $1500.00 (USD) per shipment, whichever is less.
5. We are not liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit it.
6. The consignment or delivery of a shipment to Metropolitan Exposition Services Inc. by an exhibitor (and/or other shipper) on behalf of the exhibitor shall be construed as acceptance by the exhibitor of the terms and conditions set forth.

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Biggest Tattoo Show on Earth
October 26-28, 2012
The Mirage

As the official service contractor, Metropolitan Exposition Services, Inc. is the exclusive provider of material handling services. We are prepared to receive your exhibition materials either in advance at our warehouse or directly at show site. Material handling should not be confused with the cost to transport your exhibit materials to and from the show. You should arrange for the carrier of your choice to transport your materials. All shipments must be prepaid. Collect shipments will be refused.

Advance Shipping to Metropolitan Exposition Warehouse (200 pound minimum per shipment)
Only material that is skidded or in shipping containers that can be unloaded without additional handling required will be accepted at our warehouse. Uncrated or loose shipments will be refused at the warehouse.

The rate for this service includes: unloading and storing freight for up to (30) days; reloading and delivering freight to your booth; removing, storing and returning empty shipping containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Biggest Tattoo Show on Earth
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

Advance shipments can arrive beginning on:
September 20, 2012

Advance shipment deadline
(to avoid surcharges)
October 18, 2012

Warehouse receiving hours are 8:00am - 4:00pm

Direct Shipping to The Mirage (200 pound minimum per shipment)

This service includes: unloading freight and delivering materials to your booth; removing, storing and returning empty containers; reloading freight onto outbound carrier.

Make out the bill of lading and consign as follows:

Biggest Tattoo Show on Earth
[Exhibiting Company Name]
[Booth Number]
c/o Metropolitan Exposition Services, Inc.
The Mirage
3400 S. Las Vegas Blvd
Las Vegas, NV 89109

Shipments can arrive to show site:
October 26, 2012 (8:00am-2:00pm)

Do not ship any materials to The Mirage before this time frame. The Mirage will not accept any shipments.

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Equipment NOT Permitted

2 & 4 Wheel Hand Trucks

4 Wheel Dollies

Equipment Permitted

2 Wheel Luggage Cart

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All exhibitors are permitted to hand carry items into the front of the hall, but only falling within the rules and regulations put forth by the building and Teamsters Union Local #631.

Exhibitors may “hand carry” material. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas. Hand-carried is defined as small cartons, packages or portable lap-top computers that usually weigh less than 30 lbs. Unions claim jurisdiction under all circumstances.

Exhibitors are ONLY permitted to use a light weight 2 wheel luggage cart to assist them. This is limited to one trip, holding up to 30lbs max. Multiple trips and any other equipment used can be stopped by security or union representatives working in the building.

If you are stopped coming in through the front, you most likely will be told to go to the "Cart Service" area for assistance. Union personel will assist you by bringing your material to your booth. There will be a charge per cart load which must be paid before the service is provided.(Please refer to the manual)

If you need further information or have any questions regarding these rules and regulations, please contact our exhibitor service department at 201.994.1301.

Cartload Order Form

METROPOLITAN exposition
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Moonachie, N.J. 07074
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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Special Freight Services – Small Passenger Vehicles Only!
Maximum Weight 250 lbs.

To help alleviate the problems and frustrations associated with exhibitors carrying their small exhibit material during move-in, Metropolitan Exposition Services, Inc. will make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip, one way from the dock to your booth or your booth to the dock at a rate of $85.00 each way.

This service is for those who have small hand-carry items, all of which must fit on a 3'x4' push-cart in one trip only. If you arrive with a truck/van or trailer filled with exhibit material, you will not qualify for this service and will be redirected.

A cartload is eight (8) pieces or less (weighing less than 250 lbs total). There is one cartload, one trip allowed per vehicle.

You vehicle must unload on the receiving dock of the exhibit hall. Metropolitan personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle. One person goes with your product to the booth space and the other to remove the vehicle from the unloading area.

Freight that is too large or heavy must be handled by Metropolitan at the published material handling rates. No personal trucks (1 ton or over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

To take advantage of this service, exhibitors should proceed directly to the The Mirage main entrance and look for the Cartload Service signage. Pre-orders will receive preferential service at show site and exhibitors may also order this service at the Metropolitan Service Desk.

Cartload Inbound _____ + Cartload Outbound_____ = TOTAL _____

Payment Authorization Form must accompany order.

Material Handling Order Form

METROPOLITAN exposition
115 Moonachie Avenue
Moonachie, N.J. 07074
Phone: 201-994-1301 Fax: 201-994-1350

PAYMENT AUTHORIZATION FORM MUST ACCOMPANY YOUR ORDER

Biggest Tattoo Show on Earth
October 26-28, 2012
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Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

CRATED/SKIDDED Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

UNCRATED Material that is shipped loose or pad wrapped, and/or unskidded machinery without proper lifting bars or hooks.

SPECIAL HANDLING Material delivered by the carrier in such a manner that it requires additional handling, such as these types of unloading: ground, side door, constricted space, designated place, mixed loads,and/or stacked shipments. **Federal Express, DHL and UPS shipments are included in this category.**

Straight Time	Monday through Friday, 8:00am to 4:30pm
Overtime	Monday through Friday, 4:30pm to 8:00am; Saturdays, Sundays and all Holidays
ST/ST	Freight handled on straight time into and out of the show
ST/OT	Freight handled one way on straight time and one way on overtime, either into or out of the show
OT/OT	Freight handled on overtime into and out of the show

ADVANCE SHIPMENTS TO METROPOLITAN WAREHOUSE

*** Advance shipments will be charged at the following rates in accordance with our move-in and move-out schedule.

	CRATED / SKIDDED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	$148.99	$297.98	$201.14	$402.28
OT/OT	$198.65	$397.30	$268.17	$536.34

DIRECT SHIPMENTS TO The Mirage

***** Direct shipments will be charged at the following rates in accordance with the move-in and move-out schedule.**
***** Trucks signing-in at after 2:00pm will be charged OT rate.**

	CRATED / SKIDDED		UNCRATED		SPECIAL HANDLING	
	Per 100 lbs	Minimum	Per 100 lbs	Minimum	Per 100 lbs	Minimum
ST/OT	$135.44	$270.88	$203.17	$406.34	$176.08	$352.16
OT/OT	$180.59	$361.18	$270.88	$541.76	$234.77	$469.54

SMALL PACKAGE – (Items that DO NOT ship out) Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 pounds, per shipment, per delivery. Only Federal Express, UPS, & DHL shipments can be considered as small packages.

	Warehouse	Show Site
First Carton	$52.09	$46.31
Each Additional Carton	$17.36	$11.58

*** If small packages are shipped out, the prices will be changed to reflect the above roundtrip rates.**

CALCULATE ESTIMATED MATERIAL HANDLING CHARGES

Our shipment will be delivered to: ☐ Metropolitan Warehouse ☐ The Mirage
We are shipping _____ lbs. @ $_____ per 100 lbs., 200 lbs. min per shipment

Estimate = $_____
Late Arrival Surcharge add 30% = $_____
Total Due = $_____

We understand this is an estimate. Invoicing will be done from actual weight and adjustments made accordingly.

WAREHOUSE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive on or before
September 20, 2012 - October 18, 2012

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
6140 N. Hollywood Blvd, Ste 109
Las Vegas, NV 89115

WAREHOUSE

Biggest Tattoo Show on Earth

Booth:_____ No._____of_____Pcs.

Carrier_____

SHOW SITE LABEL

METROPOLITAN exposition

R U S H

DO NOT DELAY

Must Arrive

October 26, 2012 (8:00am-2:00pm)

TO:_____
EXHIBITOR'S NAME

C/O: METROPOLITAN EXPOSITION SERVICES INC.
The Mirage
3400 S. Las Vegas Blvd
Las Vegas, NV 89109

SHOW SITE

Biggest Tattoo Show on Earth

Booth:_____ No._____of_____Pcs.

Carrier_____

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE. PLEASE PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

METROPOLITAN exposition

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Moonachie, N.J. 07074
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The Mirage

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Payment Authorization Form is signed; or
- An order for labor, services and/or rental equipment is placed by exhibitor with Metropolitan Exposition Services, Inc.; or
- Work is performed on behalf of exhibitor by labor secured through Metropolitan Exposition Services, Inc.

DEFINITIONS

For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including applicable tax, is due in advance or at show site. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional after deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Metropolitan except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth. In case of cancellation of any orders or services by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor orders that are not cancelled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, a 50% restocking fee will be applied to all Metropolitan rental items with the exception of Custom-Cut carpet and any other custom-order items, which will remain at 100% of the original charge. If the show or event is canceled because of reasons beyond Metropolitan's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Metropolitan will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is exhibitor's responsibility to advise the Metropolitan Service Desk Representative of any problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the show or event. If Exhibitor is exempt from payment of sales tax, Metropolitan requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International exhibitors, Metropolitan requires 100% prepayment of advance orders, and nay order or services placed at show site must be pad at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in Moonachie, New Jersey upon receipt of invoice. Effective thirty (30) days after invoice date, any unpaid balance will bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an Annual Percentage Rate of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, any excess finance charge received by Metropolitan shall be either applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the Laws of the State of New Jersey. In the event of any dispute between the Exhibitor and Metropolitan relative to any loss, damager, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Metropolitan for its services, as an offset against the amount of any alleged loss or damager. Any claim against Metropolitan shall be considered a separate transaction, and shall be resolved on its own merits. Metropolitan reserves the right to charge Exhibitor for the difference between the Exhibitors estimate of charges and the actual charges incurred by the Exhibitor, or for any charges that Metropolitan may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Metropolitan hereby provides notice that it reserves the right, and Exhibitor authorizes Metropolitan, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on Exhibitor's account.

LABOR UNDER THE SUPERVISION OF METROPOLITAN – RESPONSIBILITIES:

Metropolitan shall be responsible for the performance of labor provided under this option. Metropolitan does not assume responsibility for any acts of, or loss to, persons, parties an/or other contracting firms not under Metropolitan's direct supervision and control. In no event shall Metropolitan be liable for loss or damage caused by delay in labor beginning work when Exhibitor requests labor to begin later than the start of the working day. Metropolitan shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond Metropolitan's reasonable control.

INDEMNIFICATION:

Metropolitan agrees to indemnify, hold harmless, and defend Exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to Metropolitan's employees, or property damage arising out of work performed by labor provided by and supervised by Metropolitan except when Exhibitor exercises direction and/or control over the work being performed.

LABOR UNDER THE SUPERVISION OF EXHIBITOR – RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this option. It is the responsibility of exhibitor to supervise labor secured through Metropolitan in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Metropolitan's Safe Work Rules and/or Federal, State, County and Local ordinances, rules an/or regulations, including but not limited to show or facility management rules and regulations. It is the responsibility of Exhibitor to check in with the Metropolitan Service Desk to pick up labor and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend Metropolitan from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) for bodily injury, including any injury to Metropolitan employees, and/or property damage arising out of work performed by labor provided by Metropolitan but supervised by Exhibitor. Further, the Exhibitor's indemnification of Metropolitan includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by facility or show management, and/or directing labor provided by Metropolitan to work in a manner that violates any of the above rules, regulations, and/or ordinances.

METROPOLITAN exposition

115 Moonachie Avenue
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The Mirage

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE

The terms and conditions set forth below become a part of the Contract between Metropolitan Exposition Services, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Material Handling Agreement is signed; or
- Exhibitor's materials are delivered to Metropolitan's warehouse or to a show or exposition site for which Metropolitan Exposition Services, Inc. is the Official Show Contractor; or
- An order for labor and/or rental equipment is placed by exhibitor with Metropolitan

1. **DEFINITIONS** - For purposes of the contract, "Metropolitan Exposition Services, Inc," ("Metropolitan") means its employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors Metropolitan Exposition Services, Inc. may appoint. The term "Exhibitor" means the exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, Exhibitor is in fact the "Shipper" for all purposes and circumstances notwithstanding anything contained herein to the contrary.

2. **PACKAGING & CRATES** – Metropolitan shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed materials. In addition, Metropolitan shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage, Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. **EMPTY CONTAINERS** – Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of the exhibitor or its representative. All previous labels must be removed or obliterated. Metropolitan assumes no responsibility for: error in the above procedures; removal of containers with old empty labels and without Metropolitan labels; improper information on the empty labels. Metropolitan will not be liable for loss or damage to crates and containers or their contents while same are in empty container storage.

4. **INBOUND SHIPMENT(S)** – Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or its representative, and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to Exhibitor's booth at show site. Metropolitan highly recommends the securing of security services from facility or show management.

5. **OUTBOUND SHIPMENT(S)** - Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. Metropolitan will not be responsible for any loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for reloading at the conclusion of the event. Metropolitan highly recommends the securing of security services from facility or show management. All Material Handling Agreements submitted to Metropolitan by exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to Metropolitan and the actual count of such items in the booth at the time of pickup

6. **DELIVERY TO THE CARRIER FOR RELOADING** – Metropolitan assumes no responsibility for loss, damager, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed contractor, shipper, or agent for transportation after the conclusion of the show. Metropolitan loads the materials onto the carrier under directions from the carrier or driver of that carrier. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. Metropolitan assumes no responsibility for loss, damage, theft or disappearance of exhibitor's materials that arises out of improperly loaded materials.

7. **DESIGNATED CARRIERS** – In order to expedite removal of materials from show site as required by show management and/or the facility, Metropolitan shall have the authority to change the exhibitor designated carrier if that carrier does not pickup the shipment(s) at the appointed time. Where no disposition is made by exhibitor, materials may be taken to a warehouse to await exhibitors shipping instructions and exhibitor agrees to be responsible for charges relating to such rerouting and handling. In no event shall Metropolitan be responsible for any loss resulting from such rerouting designation.

8. **METROPOLITAN'S RESPONSIBILITIES** – Metropolitan shall be responsible only for those services which it directly provides. Metropolitan assumes no responsibility for any persons, parties, or other contracting firms not under Metropolitan's direct supervision and control. Metropolitan's performance hereunder is subject to, and Metropolitan shall not be responsible for loss, delay, or damager due to , strike, lockouts, work stoppages, natural elements, vandalism, Act of God, civil disturbances power failures, explosions, acts of terrorism or war, or for any other cause beyond Metropolitan's reasonable control, nor for ordinary wear and tear in the handling of materials.

9. **INSURANCE** – It is understood that Metropolitan is not an insurer. Insurance on exhibit materials, if any, shall be obtained by exhibitor in amounts and for perils determined by exhibitor. Exhibitor agrees to provide Metropolitan with a release of subrogation to the extent of any insurance settlement received.

METROPOLITAN exposition

115 Moonachie Avenue
Moonachie, N.J. 07074
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10. **CLAIM(S) FOR LOSS** - Exhibitor agrees that any and all claims for loss or damage must be submitted to Metropolitan immediately at the show site, and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the "conclusion" of the show shall be construed as the time when exhibitor's materials are delivered to the carrier for transportation from the show site of from Metropolitan's warehouse). All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against Metropolitan more than one (1) year after the date of loss or damage occurred.

a) Payment for services may not be withheld. In the event of any dispute between the exhibitor and Metropolitan relative to any loss, damage, or claim, exhibitor shall not be entitled to and shall not withhold payment or any partial payment, due Metropolitan for its services as an offset against the amount of any alleged loss or damager. Any claims against Metropolitan shall be considered a separate transaction and shall be resolved on their own merits.

b) Maximum recovery. If found liable for any loss, Metropolitan's sole and exclusive maximum liability for loss or damage to exhibitor's materials and exhibitor's sole and exclusive remedy is limited to $.50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less.

c) Breach of Contract and/or negligence only. Metropolitan's liability shall be limited to any loss or damage which results solely from Metropolitan's negligence in the actual physical handling of the items comprising exhibitor's shipment(s) OR which results from breach of this contract and not for any other type of loss or damage. In no event shall Metropolitan be liable to the exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damager, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of Metropolitan or breach of any of the provisions of this Contract, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, event if Metropolitan has been advised or had notice of the possibility of such damages, or for any damages caused by exhibitor's failure to perform exhibitor's responsibilities. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic losses.

11. **DECLARED VALUE** - Declarations of Declared Value are between the exhibitor and the selected carrier ONLY, and are in no way an extension of Metropolitan's maximum liability stated herein. Metropolitan will use commercially reasonable efforts to transmit the Declared Value instructions to the selected carrier; however, Metropolitan will be not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.

12. **JURISDICTION / ARBITRATION** - This contract shall be construed under the laws of the State of New Jersey without giving effect to its conflict of laws rules. Exclusive venue for all disputes arising out of or relating to this contract shall reside in a court of competent jurisdiction in Bergen County, New Jersey. Notwithstanding anything herein to the contrary, any controversy or claim arising out of or relating to this Contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules and judgment on the aware rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof.

13. **INDEMNIFICATION** - Exhibitor agrees to indemnify and forever hold harmless Metropolitan and its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of contributed to by any of the following:

- Exhibitor's negligent supervision of any labor secured through Metropolitan, or the negligent supervision of such labor by any of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC);
- Exhibitor's negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of exhibitor's employees, agents, representatives, customers, invitees and/or any exhibitor appointed contractors (EAC) at the show or exposition to which this Cotract related, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Metropolitan's equipment.
- Exhibitor's violation of Federal, State, County of Local ordinances;
- Exhibitor's violation of show regulations and/or rules as published and set forth by facility and/or show management.

14. **WAIVER & RELEASE** - Exhibitor, as a materials part of the consideration to Metropolitan for material handling services, waives and releases all claims against Metropolitan with respect to all matters for which Metropolitan has disclaimed liability pursuant to the provisions of this Contract.

15. **SEVERABILITY** - If any provision of this Contract proves to be illegal, invalid, or unenforceable, the remainder of this Contract will not be affected by such finding, and in lieu of each provision of this Contract that is proven to be illegal, invalid, or unenforceable, a provision will be added as part of this Contract as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid and enforceable.

GENERAL LIABILITY INSURANCE - REGISTRATION FORM

$1,000,000 Per Occurrence / $1,000,000 Aggregate

Show Management and Convention Facilities around the country require exhibitors to carry general liability insurance. Show Insurance has made it easy to get coverage for one show or your entire show year.

PREMIUM RATES AND BENEFITS - PLEASE CHECK ALL PLAN NUMBERS THAT APPLY.

_____ **1 Day - $89.00**
_____ **2-5 Days - $109.00**
_____ **6-10 Days - $179.00**
_____ **Six Months - $500.00**
_____ **Annual - $950.00**
_____ **Additional 5% of total premium to increase general aggregate to $2,000,000.00**

COMPANY INFORMATION - COMPLETE AND RETURN OR REGISTER AT **www.showinsurance.com/metro**

Exhibiting Company Name:_____ Booth Numbers:_____

Address:_____

City:_____ State:_____

Country:_____ Zip:_____

Telephone:_____ Fax:_____

E-Mail Address: Show Contact:

Important: Please note that this is a general liability insurance policy and does not cover any loss or damage to your property, including your exhibit display, products and/or materials at the show or in transit to or from the show.

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE SI TO CHARGE YOUR CREDIT CARD

Company Check Payable to: Show Insurance Inc. Checks must be in U.S. funds drawn against a U.S. Bank.

Payment Form: (circle one) Check American Express MasterCard Visa

Card Number |___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|___|

Expiration Date |___|___|-___|___|-___|___|___|___| CVV/CVC/CID Code_____

Cardholder Name (Print):_____

Cardholder Address if different than above:_____

Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

Name, Address and Relationship of all additional insured to be added to the policy:
1.) _____ 2.) _____ 3.) _____

_____ _____ _____

_____ _____ _____

No coverage is bound until you receive a certificate of insurance and payment is made. Show Insurance reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day. This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator. Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime, and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker. I understand that this insurance policy does not cover any loss or damage to my products, materials and exhibit display while at the show or in transit to and from the show.

Signature:_____

Show Insurance, Inc.
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: **www.showinsurance.com/metro**
Fax: **440-815-2154**
Phone: **440-349-6650**

MIRAGE EXPOSTION SERVICES

EXHIBIT POLICIES AND PROCEDURES

These policies and procedures are being enclosed in the Mirage Exposition Service brochure to help ensure that all guests of The Mirage receive consistent excellent service and are provided with a safe working environment. In the event that a subcontractor is providing services in your behalf, you must provide them with this information. The exhibitor is ultimately responsible and liable for their subcontractors. Please review these policies and procedures carefully.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Exhibitor agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

MIRAGE EXPOSITION SERVICES

Mirage Exposition Services is the EXCLUSIVE provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical, Plumbing, Telecommunications, Broadband Internet Connections, Computer Rentals, Booth Cleaning and Electronic Media placement.

FOOD & BEVERAGE

The Mirage is the EXCLUSIVE provider for all food & beverage requirements.

EXHIBIT SPECIFIC POLICIES

1. A **no-smoking** policy exists in the exhibit hall during the setup, show and tear down of the exhibition, tradeshow, convention or special event.

2. Utilizing chairs and tables as ladders is **PROHIBITED** within The Mirage. Failure to adhere to this rule may cause serious injury.

3. All exits and exit aisles must be kept clear and unobstructed.

4. NOTHING is to be leaned against, supported by, taped or otherwise adhered to the walls within the Mirage Event Center, Grand Ballroom and the meeting rooms. All crates, exhibit panel and pallets must at all times be kept away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Exhibitors may be liable for damages occurred for non-compliance to this regulation.

5. Two-way carpet tape, clear / transparent packing tape, and duct tape are NOT permitted to come into direct contact with the facility carpet as an installation method of installing booth ad aisle carpet. Only low adhesive vinyl tape is allowed on any Ballroom and Exhibit Hall carpeted floors of The Mirage Resort.

6. All covered or enclosed areas in excess of 100 NSF must be equipped with smoke detectors and fire extinguishers.

7. Designated “No Freight” aisles must be maintained clear of crates and exhibit materials during move-in and move-out.

8. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant to the satisfaction of the Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame-retardant. Oilcloth, tarpapers, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is PROHIBITED. ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME-RETARDANT CERTIFICATE.

9. Combustible materials shall not be attached or hung on the sides or dividers of booths.

10. Combustible materials must not be stored beneath displays (vehicles or otherwise).

11. Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.

12. All 110 volt extension cords shall be three-wire (grounded), #14 or larger, AWG copper wire. Connectors must not be secured in an upright position.

13. Exhibit construction plans must bear the stamp of a structural engineer for double-deck exhibits.

14. The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.

15. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.

16. Booth construction must meet all applicable local building codes.

17. All internal combustion engine driven vehicles or equipment displayed in The Mirage must have fuel filler caps locked or taped, batteries disconnected, and no more than approximately 1/8 tank of fuel. Additionally, there should be a protective covering over the carpet where the vehicle rests and at NO TIME should vehicle tires have direct contact with The Mirage carpeting.

18. Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked ONLY if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible and or in accordance with the Fire Marshal approved floor plan.

19. No Open Flames are allowed in The Mirage Event Center and its Meeting Rooms.

20. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage or they will be removed as trash.

21. Under NO circumstances may Mylar balloons be brought into the function space or onto the company property.

22. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear of booth lines and 18 inches between hard walls.

23. If your computer device is found to be causing a broadcast storm, or if you have perpetuated a virus from your equipment, your Internet service will be interrupted until the appropriate action has been taken. If at any time your hardware, cabling, or software is causing a slowdown on the network, your service will be interrupted without credit.

24. You may not bring your own wireless access points into the convention halls or meeting rooms. Unauthorized wireless equipment can cause significant problems with the existing equipment.

25. The Mirage does not monitor or exercise any control over customer usage or the content of information passing through its systems, and bears no responsibility or liability whatsoever for the material contained or transferred therein. The Mirage is not responsible for customer use that is illegal or violates copyright protection laws. Customers should have a basic technical knowledge and the ability to independently set up their own computer and operate the same. Assistance from Mirage Exposition Service technicians may be arranged for an hourly fee.

NO OUTSIDE AUDIO VISUAL COMPANIES ALLOWED UNLESS OTHERWISE NOTED

HELPFUL INFORMATION

Any equipment that is to be installed or hung in our convention space needs to be cleared by The Mirage in advance of installment. The Grand Ballroom and Mirage Event Center ceiling are designed to the following specifications:

Mirage Events Center-Unistrut Track is designed to support 250 pounds under each of the thread points and 75 pounds between eight (8) foot centers.

Mirage Events Center-Rigid Pick Points rated at 4,000 pounds on thirty (30) foot centers.

This magnificent 90,000 square feet of clear span space was designed to meet the needs of the most discerning convention and meeting clientele.

The entire room is carpeted in neutral tones to complement the grass cloth wall coverings and extensive millwork. Chandeliers grace the 30' ceiling in recessed coffers that provide a 28' clearance. Flexible rigging with two-ton points are located throughout the space on 30' centers. Floor boxes that contain power, telephone, Internet, LAN and video distribution are also located throughout the facility on 30' centers. Broadband Internet connections, patchable fiber and Ethernet cable provide the capability of creating digital universes on the fly. Networks can also be created within the convention facilities. An extensive catwalk system runs throughout the ceiling with ready access to power, data, video and audio distribution.

Access is convenient via multiple freight doors, one 25' x 16' and several with drive-in ramps. Two and three bay leveling docks are situated on the north and south sides of the building and a service corridor surrounds nearly the entire perimeter.

The Events Center divides into three 30,000 square foot sections. One of the sections further divides into three rooms of 6,500 to 10,000 square feet. Whether used in its entirety or in small sections, these function areas are perfect for food and beverage events with an adjacent dedicated kitchen ensuring that the quality of product and service is exceptional.

MIRAGE EXPOSITION SERVICES – SCOPE OF WORK

Scope of work provided as an exclusive service through Mirage Exposition Services are as follows:

1. Assembly, installation and removal of all overhead electrical signs, trusses, motors or apparatus. Installation and removal of freestanding electrical signs that require assembly, rotating electrical signs, sequencing electrical signs and various related applications and the operation of such equipment. This also includes any apparatus that hangs from the ceiling of the Mirage Event Center or Grand Ballroom.

2. All special lighting for display areas, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, presentations, productions, and entertainment that takes place within the confines of the facility and the operation of such equipment.

3. Installation of all ceiling attachments and wall attachments to include chain motor hoists, dead hang points for such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling, projection, audio and video equipment.

4. Assembly of all truss systems. This includes assembling, attaching rigging, and running cables through truss.

5. Attachment of all equipment and cabling to truss systems. This includes lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners and signage.

6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house lighting control system.

7. Installation, handling and moving of all electrical equipment and all electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the display, exhibit or structures.

8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.

9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operation of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.

10. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be cleated to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside the building to inside of building to the exhibitor from booth to booth excluding interconnecting of computer type equipment with service connections between components.

11. Portable generators, motor generators, converter transformers and hook up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling form main switch gear to sub-panels to branch circuit panes to secondary distribution.

12. Installation of communication cable, audio visual, plumbing, air, water, gas, drains, data and telephone cable from booth to booth, outside to inside, inside to outside, excluding interconnects form exhibitors equipment within the confines of their exhibit.

ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
www.**Mirage Exposition Services**.COM
6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
Email: orders@exposervicedesk.com

BOOTH NUMBER

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
CC TYPE: / EXP DATE: / CC #		
CARDHOLDERS SIGNATURE:	EMAIL	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

AUDIO VISUAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

All rates are based on a per day rate

EQUIPMENT DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
PROJECTORS & PRESENTATION					
LCD PROJECTOR	500.00	600.00			
FLIP CHART W/ MARKERS	35.00	42.00			
LASER POINTER	35.00	42.00			
6'X6' TRIPOD SCREEN	50.00	75.00			
8'X8' TRIPOD SCREEN	50.00	75.00			
32" ROLLING CART	30.00	36.00			
54" ROLLING CART	30.00	36.00			
DVD PLAYER	59.00	71.00			
AUDIO					
4 CHANNEL MIXER	75.00	90.00			
POWERED SPEAKER	50.00	60.00			
CD PLAYER	50.00	70.00			
*WIRED MIC LAV OR HH	35.00	42.00			
*WIRELESS MIC LAV OR HH	125.00	150.00			
AUDIO OR VIDEO CABLE	30.00				
*Wired and Wireless Microphones require the use of a sound system. Call for quote.					
LABOR – IN BOOTH TECHNICIAN					
ONE TIME PICK UP & DEL	$ 75.00				
STRAIGHT TIME	$ 75.00				
OVERTIME**		$135.00			
DELIVERY DATE REQUESTED:		DELIVERY TIME:			
BOOTH CONTACT:					

EQUIPMENT DESCRIPTION	PRE SHOW	LATE ORDER	QTY	DAYS	TOTAL
DATA (COMPUTER) MONITORS – Only data monitors can be used with computers.					
20" LCD FLAT SCREEN	150.00	180.00			
32" LCD FLAT SCREEN	300.00	360.00			
*42" PLASMA SCREEN	400.00	480.00			
*50" PLASMA SCREEN	500.00	600.00			
**61" PLASMA SCREEN	1200.00	1440.00			
MONITOR ACCESSORIES					
PLASMA SPEAKERS	50.00	75.00			
PLASMA STAND SHELF	25.00	30.00			
PLASMA STAND*	50.00	60.00			
WALL MOUNT/BRACKET*	35.00	42.00			
*INDEPENDENT STAND ORDER DOES NOT INCUDE MONITOR BRACKET					
NOTES:					
PLEASE SPECIFY ADDITIONAL NEEDS – CALL FOR PRICING					
NOTES:					

TOTAL EQUIPMENT	
ONE TIME PICK UP & DELIVERY REQUIRED * REQUIRES TWO (2) DELIVERY / ** REQUIRES (4) DELIVERY	$ 75.00
TOTAL AUDIO VISUAL	

Cancellations less than 48 hours prior to delivery will result in a 50% charge. Orders cancelled upon delivery will result in a 100% charge.

Payment for services must be in U.S. Funds, Drawn on U.S. Banks
<u>No outside audio visual companies allowed.</u>
Audio Visual services are an exclusive service of The Mirage.
Charges will appear on statements as "TEAM Co."

Order Online at www.MirageExpositionServices.com

ORDER ONLINE OR MAIL / FAX FORMS WIT PAYMENT TO:

Mirage Exposition Services

6455 S. Dean Martin Drive Suite C / Las Vegas, NV 89118

Phone: (702) 309-TEAM (8326) / Fax: (702) 309-8328 / Email: orders@exposervicedesk.com

BOOTH NUMBER

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PLACED ON THIS ORDER FORM.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

Event Name:	Event Dates:	Location:
Exhibiting Company Name:		
Billing Name and Street Address:		
City:	State:	Zip Code:
Telephone Number:		Fax Number:
CARDHOLDER (PRINT):		Ordered By:
CC Type:	Expiration Date:	CC Number:
Cardholders Signature:		Email:

Order Online at: www.MirageExpositionServices.com

ELECTRICAL SERVICE ORDER FORM

120V LIGHTING & UTILITY OUTLETS

Quantity Non-24 HR.	Description	Advance Rate	Regular Rate	Total
	500 Watt or 5 Amps	$ 85.50	$ 128.00	
	1000 Watt or 10 Amps	$ 154.00	$ 231.00	
	2000 Watt or 20 Amps	$ 216.00	$ 324.00	
	30 Amps *Requires Labor*	Call for Quote		

208V 1 PHASE MOTOR & EQUIPMENT OUTLETS

	10 Amp	$ 231.00	$ 347.00	
	20 Amp	$ 323.00	$ 485.00	
	30 Amp	$ 452.00	$ 678.00	
	60 Amp	$ 633.00	$ 950.00	
	100 Amp	$ 950.00	$ 1,425.00	
	150 Amp	$ 1,330.00	$ 195.00	
	200 Amp	$ 1,862.00	$ 2,793.00	

208V 3 PHASE MOTOR & EQUIPMENT OUTLETS

	10 Amp	$ 309.00	$ 464.00	
	20 Amp	$ 433.00	$ 650.00	
	30 Amp	$ 606.00	$ 909.00	
	60 Amp	$ 848.00	$ 1,272.00	
	100 Amp	$ 1,187.00	$ 1,781.00	
	150 Amp	$ 1,662.00	$ 2,493.00	
	200 Amp	$ 2,137.00	$ 3,206.00	

TRANSFORMER(S) TO BOOST 208V TO 230V

Total Amps	Circle Outlets Requiring Boost	$3.50 / AMP	($75.MIN.)

480V 3 PHASE MOTOR & EQUIPMENT OUTLETS

	20 Amp	$ 780.00	$ 1,170.00	
	30 Amp	$ 936.00	$ 1,404.00	
	60 Amp	$ 1,123.00	$ 1,685.00	
	100 Amp	$ 1,348.00	$ 2,022.00	
	200 Amp	$ 1,887.00	$ 3,208.00	

Also available: 380V/220V/ 3 PHASE MOTOR & EQUIPMENT OUTLETS

LABOR REQUEST:

Date:_____ Time:_____ No. Men:_____

This labor order will not be processed until we receive a complete electrical order and floor plan. Please indicate neighboring booth and aisle numbers on floorplan form included in this brochure.

___ MES Supervision (25% Supervision Fee) ___Exhibitor and/or EAC Supervision (Assume Liability)

TERMS AND CONDITIONS

Mirage Exposition Services (MES) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a MES technican. MES will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation , connection, or plugging in of any electrical outlet by persons other than a MES technician.

IMPORTANT:

*24-Hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use * to indicate 24-Hr. Outlet(s).

*To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.

*No credits will be issued on unused outlets or lights installed as ordered.

*Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

ELECTRICAL LABOR:

***Labor rates are subject to Union Contract effective at time of show:**
ST $75.00 OT $135.00

*Labor before 8:00 a.m. and after 5:00p.m. and Saturdays, Sundays, and holidays will be at the overtime rate.

*All labor requests require a credit card on file.

*Lift Rates: $125.00 per hour (One hour minimum)

*Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request.

Total Cost of Outlets

OUTLET LOCATION & DISTRIBUTION:

*All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths.

*All electrical outlets for island booths will be dropped to one main location per the exhibitors' floor plan. If no plan is provided, the outlets will be installed at our discretion.
*Any additional power drop or locations are chargeable on a time and material basis.

*Distribution and connection of outlets are chargeable on a time and material basis.

MES JURISDICTION:

(REQUIRES LABOR AND OR MATERIAL)

*All under-carpet distribution of electrical wiring.
*All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, wired pair, etc., and the distribution of same from product to booth and from booth to booth.
*All motor and equipment hook-ups requiring wiring connections.

*Installation and/or repair of electrical fixtures.

*Installation of electrical motors and electrical apparatus to be energized.

*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

*Labor is required to inspect equipment pre-wired to plug into our system.

*Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets wthout an order will be subject to the regular rate for outlets used.

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Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

Email: orders@exposervicedesk.com

BOOTH NUMBER

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
TYPE: EXP DATE:		
CARDHOLDERS SIGNATURE:	EMAIL: **Required for receipt**	

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BROADBAND INTERNET & NETWORKING

Description of Service	Quantity X Price + Equipment Deposit	Total
1. Standard Line Services (10-Base-T):		
Shared Ethernet Service (DHCP –one computer.)	X $1,300.00	
A. Additional Computer *(Labor at $75.00/hr applies to all installs of more than two computers)*	X $ 50.00	
B. Wireless Access Point (May not be order without the Shared Ethernet Service)	X $ 400.00	

The Mirage is not responsible for viruses brought in by outside equipment. Every effort is made to secure all connections; however, due to the nature of the show network that is established for individual events, computers that are affected may pass on their virus to other members on the show floor. Please scan your computer to ensure that it is virus free before utilizing the service.

**Cancellation after install will result in a 100% charge.

2. Special Line services		
A. Static IP Address	X $ 125.00	
D. Special Configurations / Engineering	(Call 702-309-8326 for quote)	
3. Expedite Charge	$250.00 per line *(If ordered less than 14 days prior to show move-in.)*	

Under NO CIRCUMSTANCES are users allowed to directly attach their own DHCP server to MES Connectivity.

TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to 702-309-8328*

Notes:

1. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
2. MES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to: MES*
3. Installations are due 24 hours prior to show opening.
4. Customer provided / ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide MES with circuit Number and provider's name.
5. Attach any required additional floor plans / diagrams.
6. Rates listed include a single DHCP address, bringing the service to the booth in the most convenient manner and does not include computer equipment.
7. Due to the nature of the Internet, MES cannot guarantee any level of performance or accessibility beyond our gateway.
8. The choice of Internet Service Provider (ISP) is at the sole discretion of MES.
9. 10Mbps and lower services are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered.
10. T-1 orders must be placed 45 days prior to move-in date.

Payment for services must be in US Funds, Drawn on US Banks.
Broadband Internet & Networking Services are an exclusive service of the Mirage.
*****Charges will appear on statements as "TEAM Co."*****

Order Online at www.MirageExpositionServices.com

ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
www.**Mirage Exposition Services**.com
6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
Email: orders@exposervicedesk.com

BOOTH NUMBER

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
TYPE: EXP DATE:		
CARDHOLDERS SIGNATURE:	EMAIL	

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

BOOTH CLEANING SERVICES

FOR CALCULATION PURPOSES, MULTIPLY YOUR BOOTH DIMENSIONS TO OBTAIN APPROPRIATE SQUARE FOOTAGES. FOR EXAMPLE, A 10 X 10 BOOTH IS 100 SQUARE FEET, TIMES RATE, NUMBER OF DAYS. e.g. 100 X .25 X 3 = $75.00

To receive advance prices MTS must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

BOOTH SIZE	TYPE OF SERVICE	PRE SHOW	LATE ORDER	DAYS	TOTAL
	VACUUMING – 100 SQ. FOOT INCREMENTS (MINIMUM OF 100 SQ. FEET) **(Includes emptying your wastebasket nightly)**				
	One time vacuum per square foot	$ .35	$ .45		
	0-2000 square feet / per square foot **(per day)**	.28	.32		
	2000 and larger / per square foot **(per day)**	.25	.30		
	PORTER SERVICE - *Rates are per day* **(Includes trash removal and general cleanliness checks on two hour intervals)**				
	Periodic 0-500 square feet	55.00	80.00		
	Periodic 501-1500 square feet	80.00	110.00		
	Periodic 1501-3000 square feet	110.00	135.00		
	Periodic 3001 and larger	135.00	175.00		
	Full Time Porter Service **Per Hour (Straight Time)	20.00			
	Full Time Porter Service **Per Hour (Over Time)	35.00			
	(Full Time Porter Service includes ice removal, wipe down, dusting, general cleaning etc.)				
	Straight Time: 8:00 AM to 5:00 PM Monday thru Friday (4 Hour minimum labor call)				
	Over Time: Before 8:00 AM, After 5:00 PM, all day Saturday, Sunday and Holidays				
	TOTAL ALL SERVICES				

****Please provide schedule and number of persons required.**

Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
Booth Cleaning is an exclusive service of The Mirage.
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EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
TYPE: EXP DATE:		
CARDHOLDERS SIGNATURE:	EMAIL **Required for Receipt**	

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BANNERS / HANGING SIGNS

TERMS AND CONDITIONS – HANGING SIGNS

- MES is responsible for hanging of all signage within the Mirage Event Center and Ballrooms.
- Display or Exhibitor's on site representative may supervise these activities. Signs that require assembly should be fully assembled.
- Signs must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, height to bottom of sign, weight of sign and be submitted a minimum of 72 hours prior to scheduled event start time.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Hanging points on signs must conform to standard rigging practices. Signs must also be accompanied by an official flame-retardant certificate.
- Banner installation and removal will be strictly on a time and material basis with a one-hour minimum.
- Electrical charges are NOT included in Banner / Hanging Sign Prices.

All Banners / Hanging Signs not picked up after function will be held by MES for 24 hours, after which, they will be disposed of properly.
A 30% surcharge will apply to all late orders. Late is defined as any order placed within 14 days of the first show day or on site.

SIGN SIZE / CONFIGURATION

TYPE				SHAPE		# OF PICK PTS.	WEIGHT	
Electric		Non – Electric		1. Round			1. Under 25 lb.	
ELECTRIC SIGN REQUIREMENTS ** (must fill out electrical form)				2. Square			2. 25 – 50 lb.	
Amps / Watts:		Voltage:		3. Rectangle			3. 50 – 100 lb.	
HEIGHT FROM FLOOR TO BOTTOM OF SIGN				4. Triangle			4. 100 – 150 lb.	
							5. 150 – 200 lb.	

LABOR: *Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. *A minimum charge of four (4) hours will apply to all rigging work required. Labor to remove equipment will be based on one-half of the installation time and will be automatically applied to your invoice.* STRAIGHT TIME: $ 75.00 (8a-5p) - OVERTIME: $135.00

PRICE LIST OF PRODUCTS

Standard Rigging Package per pick point (2 Ton)	$ 150.00	Box Truss 12" x 12"x 10'	$ 50.00	Motorized Hoist	$ 250.00
Standard Rigging Package per strut point (100lb)	$ 75.00	Box Truss 20" x 20" x 10'	$ 75.00	Scissors 26'	$50.00/hr
Boom Lift **Does not include Operator**	$75.00 / hr	Corner block for Truss	$ 50.00		

The Mirage Hotel nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Mirage should make installation connections to facility. Rigging Contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
Banners & Hanging Sign Services are an exclusive service of The Mirage.
Charges will appear on statements as "TEAM Co."

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BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
CC TYPE: EXP DATE: CC #		
CARDHOLDERS SIGNATURE:	EMAIL **Required for Receipt**	

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COMPUTER RENTAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

All rates are based on a Per Day rate.

Equipment Description	Advance Rate	Regular Rate	QTY X Days		Total
PC Desktop Computers (Without Monitors) & Notebooks					
Desktop Core 2 Duo 2.66GHz 2GB/250GB, 10/100BT, DVDRW/CDRW, KB, Mouse.	$ 200.00	$ 250.00			
Desktop Core 2 Duo 2.4GHz 2GB/250GB, 10/100BT, DVDRW/CDRW, KB, Mouse.	$ 175.00	$ 219.00			
Pentium 4 3.0GHz 2GB/160GB, 10/100BT, Fdd, DVD, KB, Mouse	$ 150.00	$ 188.00			
Laptop Core 2 Duo 2.1GHz 4GB/120GB, 17" LCD DVDRW, WLAN.	$ 200.00	$ 250.00			
Laptop Core 2 Duo 2GHz 2GB/120GB, 17" LCD DVDRW, WLAN.	$ 175.00	$ 219.00			
Laptop 1.7GHz, 1GB/40GB, 15" LCD, DVD/CDRW, WLAN	$ 150.00	$ 188.00			
*Desktop Includes Key Board & Mouse Please Choose OS Vista ____Win XP____					
LCD Computer Monitors and Displays					
24" Dell Flat Panel Display__PC__Mac	$ 200.00	$ 250.00			
23" Apple Flat Panel Display__Mac Only	$ 250.00	$313.00			
20" Dell Flat Panel Display__PC__Mac	$ 125.00	$ 175.00			
17" Dell Flat Panel Display__PC__Mac	$ 100.00	$ 150.00			
LCD Monitor Wall Mount	$ 50.00	$ 75.00			
VGA Distribution Box 1 pc to 4 Monitors	$ 95.00	$ 125.00			
LASER Printers / Fax Machine (laser printers up to 1000 pages free)					
HP Color LaserJet 4700, 30ppm, up to 500 pages free, 25 cents per page thereafter	$ 250.00	$300.00			
HP Color Laser 3600, 17ppm, up to 500 pages free, 15cents per page thereafter	$ 200.00	$ 250.00			
HP LaserJet 4350N 55ppm, PC/MAC	$ 175.00	$ 219.00			
HP LaserJet 4250N 45ppm, PC / MAC	$ 150.00	$ 188.00			
Multifunction FAX, Copier, Printer	$ 125.00	$ 150.00			
Application Software (Office 2003 or 2007)					
MS Office (Word, Excel, Power Point) for PC	$ 25.00	$ 25.00			
MS Office (Word, Excel, Power Point) for MAC	$ 25.00	$ 25.00			

Equipment Description	Advance Rate	Regular Rate	QTY X Days		Total
Computer & Miscellaneous Accessories					
3 Piece Mini Subwoofer Speaker System	$ 35.00	$ 50.00			
2 Piece PC Audio Speakers	$ 25.00	$ 25.00			
Wireless Keyboard & Mouse	$ 50.00	$ 75.00			
____101 USB Keyboard ___USB Mouse	$ 20.00	$ 25.00			
16 Port Ethernet Hub (10/100bt)	$ 25.00	$ 50.00			
Auto Printer Switch Box 4PC's to 1 Printer	$ 35.00	$ 50.00			
Macintosh Computers & Notebooks					
Mac Desktop Pro Dual Core 2.66GHz, 2GB/250GB	$ 225.00	$ 282.00			
MacBook Pro C2D 2.4GHz 2GB/120GB, 10/100bt, 17" LCD, WLAN	$ 250.00	$ 313.00			
Includes Keyboard & Mouse: SPECIFY OPERATING SYSTEM_____					

Cancellation of equipment must be received 48 hrs. prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.

TOTAL EQUIPMENT	
Tax 8.10%	
Delivery / Set up STRAIGHT TIME: $ 50.00 / OVER TIME: $ 100.00	
Delivery Date & Time:____/____@____:____ TOTAL ORDER	
Pickup Date & Time:____/____@____:____	
Booth Contact: Booth Number:	

**NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS

Payment for services must be in U.S Funds, Drawn on U.S. Banks.
No outside Computer Rental Companies Allowed.
Computer Rental services are an exclusive service of The Mirage.
Charges will appear on statements as "TEAM CO"

Order Online at www.MirageExpositionServices.com

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www.**Mirage Exposition Services**.com

6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118

Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH NUMBER

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
CC TYPE: EXP DATE: CC #		
CARDHOLDERS SIGNATURE:	EMAIL **Required for Receipt**	

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KIOSK RENTAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

Prices based on Daily Rate.

Order Online at: www.MirageExpsitionServices.com

Equipment Description	Advance Rate	Regular Rate	QTY X Days		Total
Computer Kiosks					
17" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	$ 495.00	$ 545.00			
19" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	$ 595.00	$645.00			
___MS-Office 2003 or ___MS-Office 2007	$25.00	$25.00			
****5 DAY RENTAL OR MORE, CALL FOR QUOTE**					
LOGO Branding – Full color vinyl logo application					
Small Area: above screen and below screen		$ 100.00			
Large Area: below keyboard		$ 300.00			
Logo files must be sent at lease 14 working days prior to delivery.					

TOTAL EQUIPMENT	
Tax 8.10%	
Delivery / Set up STRAIGHT TIME: $ 50.00 / OVER TIME: $ 150.00	
Delivery Date & Time:____/____@____:____ TOTAL ORDER	
Pickup Date & Time:____/____@____:____	
Booth Number: Booth Contact:	

**NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS

Cancellation of equipment must be received 48 hrs. Prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.

Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
Computer Rental services are an exclusive service of The Mirage Resort.
Charges will appear on statements as "TEAM CO"

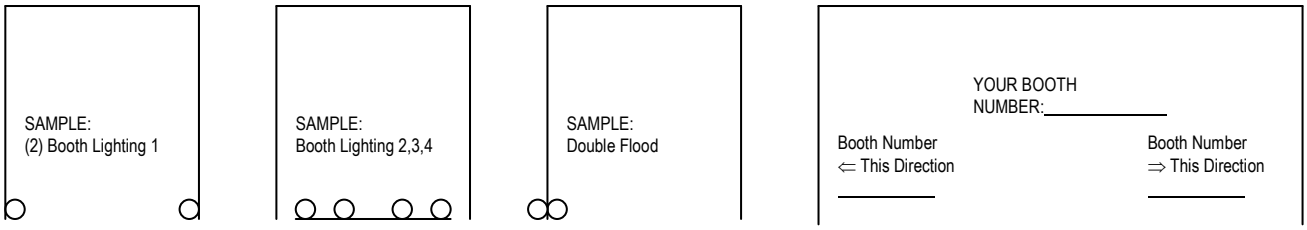
TERMS AND CONDITIONS

HOW TO ORDER YOUR ELECTRICAL REQUIREMENTS:

To order your lights you should total the wattage on the bulbs and multiple by the number of lights you are using.

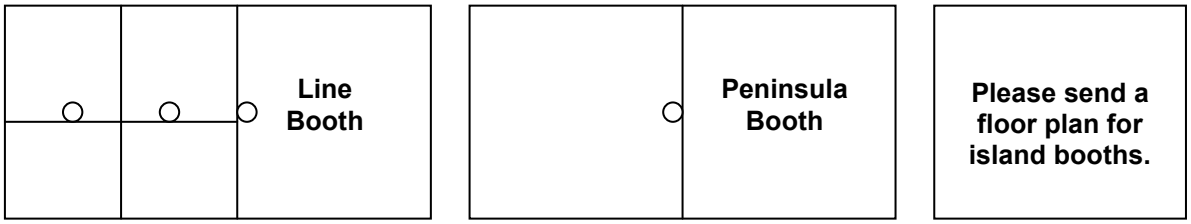
HOW LIGHTING IS INSTALLED IN YOUR BOOTH:

Booth Lighting will be installed as indicated in the following diagrams. All other locations will require labor on a time and material basis.



WHERE ELECTRICAL OUTLETS ARE LOCATED IN YOUR BOOTH:

As with Booth Lighting, Electrical Outlets will be installed only as indicated in the following diagrams. All other locations will require labor on a time and material basis.



OTHER:

1. In order to receive advance rates, we must receive this form with payment, a minimum of fourteen (14) days prior to show opening. All other orders will be processed at the late order rate. No credits will be issued if services are installed, even though not used. Credits will not be issued after closing of event. Please review your invoice prior to leaving the event. All invoices are due and payable prior to show closing.

2. A $35.00 service fee will be assessed on all returned checks.

3. Lighting prices listed on this rate sheet include power required for lighting only, light track, fixtures, installation, maintenance and removal. Rates listed do not include distribution of cords under carpet for lighting. Distribution to all other locations in a booth space requires labor and is done on a time and material basis. Peninsula booths require labor for lighting installation.

4. All material and equipment provided by the electrical contractor is for rental purposes only and remains the property of the electrical contractor. The contractor will remove it at the closing of an event.

5. Electrical requirements for an exhibit at the facility are for the safety of all exhibitors and are based on national, city and local code regulations. All wiring utilized for booth work must have a 3-wire grounded cord and be a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in convention facilities.

6. Please call (702) 309-8326 for any further information regarding your electrical installation; we are pleased to assist you.

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CARDHOLDERS SIGNATURE:	EMAIL ****REQUIRED FOR RECEIPT****	

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BOOTH LIGHTING SERVICE

The Mirage Hotel & Events Center nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for Mirage should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than their personnel.

To receive advance prices MES must receive your order, with full payment, fourteen (14) working days prior to show opening, all other orders will be processed at the late order rate.

LIGHTING DESCRIPTION	PRE SHOW	LATE ORDER	QUANTITY	TOTAL
Booth Lighting 1: 150 Watt Flood Light on Stanchion Pole	85.50	128.00		$
Booth Lighting 2: Double Flood Light on Stanchion Pole	130.00	195.00		$
Booth Lighting 3: One 18" Track w/ One Fixture	85.50	128.00		$
Booth Lighting 4: One 4' Track w/ Two Fixture	156.00	234.00		$
Booth Lighting 5: One 4' Track w/ Three Fixture	181.00	272.00		$
Booth Lighting 6: One 4' Track w/ Four Fixtures	206.00	309.00		$
Booth Lighting 7: Additional MR16 Fixtures	40.00	45.00		$
ARTWORK FOR LOGO LIGHTS REQUIRED 3 WEEKS PRIOR TO EXHIBITOR SET-UP				
*Booth Lighting 8: Source 4 PAR or Ellipsoidal Overhead Light	233.00	280.00		$
*Booth Lighting 9: Source 4 Ellipsoidal Banner Light	233.00	280.00		$
*Booth Lighting 10: Static Logo Light (Does not include gobo)	395.00	474.00		$
*Booth Lighting 11: Moving Logo Light (Does not include gobo)	700.00	840.00		$
			TOTAL ALL ROWS	$

LABOR: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. Please indicate dates you would like work to commence.

*Labor Required

LABOR RATES: $ 75.00 Straight Time / $ 135.00 Overtime

Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
Charges will appear on statements as: TEAM Company
Lighting Services are an exclusive service of The Mirage

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FLORAL SERVICES

FOLIAGE PLANTS AND ARCHITECTURAL CONTAINERS ON RENTAL BASIS (Price includes: plant installation, containers, servicing throughout show, and removal at end of show.)	QTY	ADVANCE ORDER	REGULAR ORDER	TOTAL
3 FOOT PLANTS: Arb ☐ Spath ☐ Palm ☐		55.00	77.00	
4 FOOT PLANTS: Ficus ☐ Palm ☐ Other ☐		65.00	91.00	
5 FOOT PLANTS: Ficus ☐ Majesty ☐		80.00	112.00	
6 – 7 FOOT PLANTS: Ficus ☐ Majesty ☐ Palm ☐		90.00	126.00	
8 – 9 FOOT PLANTS: Ficus ☐ Palm ☐		117.00	165.00	
TALLER PLANT MATERIAL IS AVAILABLE, PLEASE CALL IN ADVANCE FOR PRICING AND AVAILABILITY				
POTTED MUMS – YELLOW - *Advance Order Necessary*		29.00	41.00	
POTTED MUMS – WHITE - *Advance Order Necessary*		29.00	41.00	
POTTED MUMS – LAVENDER - *Advance Order Necessary*		29.00	41.00	
POTTED AZALEAS: Red ☐ Pink ☐ White ☐ *Advance Order Necessary*		33.00	62.00	
POTTED FERNS, SMALL		29.00	41.00	
POTTED FERNS, LARGE		40.00	56.00	
6" TABLE TOP PLANT		29.00	41.00	
HANGING PLANTS		60.00	84.00	
GREEN TABLE PLANT		29.00	41.00	
BROMELAID		35.00	49.00	
SPECIAL PLANTS AND FLOWERS CAN BE OBTAINED UPON REQUEST				
		Tax 8.10%		
		TOTAL		

CONTAINERS: (Please indicate choice) ☐ WHITE ☐ BLACK ☐ BASKETS ☐ OTHER
THEME GARDENS, WATERFALLS AND FOUNTAINS ARE OUR SPECIALTY!

OUR DESIGNERS ARE AVAILABLE TO MAKE SUGGESTIONS AT NO EXTRA CHARGE
Call _____ at (Telephone Number) _____
Contact _____ at Booth #_____ Date _____ AM / PM

Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
FOR INFORMATION ON CUSTOM ARRANGEMENTS – CALL (702)309-8326
Floral rentals are a preferred service of The Mirage.
Charges will appear on statements as "TEAM Co."

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EXHIBITING COMPANY NAME:		CONTACT PERSON:	
BILLING NAME AND STREET ADDRESS:			
CITY:		STATE:	ZIP CODE:
TELEPHONE NUMBER (Cell):		FAX NUMBER:	
CARDHOLDER (PRINT):		ORDERED BY:	
CC TYPE:	EXP DATE:	CC #	
CARDHOLDERS SIGNATURE:		EMAIL **NEEDED FOR RECEIPT**	

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FURNITURE RENTALS

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL
MIAMI RIGHT ARM UNIT - WHITE	LC-8001	395.00	474.00		
MIAMI CHAISE - WHITE	LC-8003	395.00	474.00		
MIAMI TAIL OTTOMAN - WHITE	LC-8004	295.00	354.00		
MIAMI ARMLESS - WHITE	LC-8002	395.00	474.00		
MIAMI ROUND OTTOMAN - WHITE	LC-8006	295.00	354.00		
BOCA CORNER UNIT - WHITE	LC-6004	295.00	354.00		
BOCA CORNER UNIT - BLACK	LC-6004B	295.00	354.00		
BOCA ARMLESS UNIT - WHITE	LC-6002	249.00	299.00		
BOCA ARMLESS UNIT - BLACK	LC-6002B	249.00	299.00		
VERO HIGH BACK CORNER - WHITE	LC-6001	345.00	414.00		
VERO HIGH BACK ARMLESS - WHITE	LC-6000	295.00	354.00		
MALIBU SOFA - WHITE	LC-800	595.00	714.00		
MALIBU CHAIR & HALF - WHITE	LC-801	475.00	570.00		
MALIBU BENCH - WHITE	LC-802	400.00	480.00		
MALIBU SOFA - RED	LC-803	595.00	714.00		
MALIBU CHAIR & HALF - RED	LC-804	475.00	570.00		
MALIBU BENCH - RED	LC-805	400.00	480.00		
BARCELONA CLUB CHAIR - WHITE	LC-603	365.00	438.00		
BARCELONA CLUB CHAIR - RED	LC-601	365.00	438.00		
BARCELONA CLUB CHAIR - BLACK	LC-605	365.00	438.00		
BARCELONA OTTOMAN - WHITE	LC-604	175.00	210.00		
BARCELONA OTTOMAN - RED	LC-602	175.00	210.00		
BARCELONA OTTOMAN - BLACK	LC-606	175.00	210.00		
PALOMA SWIVEL CHAIR - RED	LC-612	210.00	252.00		

SUBTOTAL COLUMN 1

FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL
PALOMA SWIVEL CHAIR - CHARCOAL	LC-613	210.00	252.00		
OUTDOOR ARM CHAIR*	LC-9031	350.00	420.00		
OUTDOOR ARMLESS CHAIR*	LC-9030	325.00	390.00		
*AVAILABLE IN BLACK, WHITE, YELLOW, RED - DESIGNATE COLOR ON YOUR ORDER FORM.					
SAUSALITO SOFA - BLACK	LC-611	405.00	486.00		
SAUSALITO CLUB CHAIR – BLACK	LC-609	260.00	312.00		
SAUSALITO CLUB CHAIR – COBALT SWIRL	LC-618	305.00	366.00		
SAUSALITO LOVESEAT – BLACK	LC-610	370.00	444.00		
PRINCETON SOFA – BLACK	LC-303	470.00	564.00		
PRINCETON CLUB CHAIR – BLACK	LC-301	340.00	408.00		
PRINCETON LOVESEAT – BLACK	LC-302	415.00	498.00		
TRIBECA SECTIONAL – BLACK	LC-614	260.00	312.00		
TRIBECA CORNER – BLACK	LC-615	285.00	342.00		
TRIBECA BENCH – BLACK	LC-616	260.00	312.00		
CAMBRIDGE SOFA	LC-403	455.00	546.00		
CAMBRIDGE CLUB CHAIR	LC-401	305.00	366.00		
CAMBRIDGE LOVESEAT	LC-402	400.00	480.00		
WESTCHESTER SOFA	LC-103	520.00	624.00		
WESTCHESTER CLUB CHAIR	LC-101	350.00	420.00		
WESTCHESTER OTTOMAN	LC-705	175.00	210.00		
WESTCHESTER LOVESEAT	LC-102	455.00	546.00		
FLOOR LAMP – BLACK CHROME	FL-102	130.00	156.00		
CORONA – FLOOR LAMP	FL-100	140.00	168.00		
CORONA – TABLE LAMP	TL-100	80.00	96.00		

SUBTOTAL COLUMN 2

Payment for services must be in U.S. Funds, Drawn on U.S. Banks

FOR ADDITIONAL FURNITURE DETAILS – CALL (702) 309-8326

Furniture Rental services is a preferred service of The Mirage.

Charges will appear on statement as "TEAM Co."

MES FURNITURE RENTAL (CONTINUED)

FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL
MANHATTAN SOFA*	LC-203	460.00	552.00		
MANHATTAN CLUB CHAIR*	LC-201	310.00	372.00		
MANHATTAN LOVE SEAT*	LC-202	400.00	480.00		
*CH-CHOCLATE / CN-CINNAMON / CM-CARMEL - DESIGNATE COLOR ON YOUR ORDER FORM					
PACIFICA SOFA – PLUM*	LC-608	500.00	600.00		
PACIFICA CLUB CHAIR – PLUM*	LC-607	365.00	438.00		
PACIFICA BENCH – PLUM*	LC-617	260.00	312.00		
*PACIFICA AVAILABLE IN, OYSTER, MERLOT, BLACK - DESIGNATE COLOR ON YOUR ORDER FORM					
CUBE – BLACK	LC-703	85.00	102.00		
CUBE – TITAN WHITE	LC-712	85.00	102.00		
CUBE – RED	LC-702	85.00	102.00		
CUBE – SUNFLOWER	LC-704	85.00	102.00		
CUBE – CONCENTRIC PRINT RED	LC-701	85.00	102.00		
KOBE – CITRUS	LC-708	155.00	186.00		
KOBE – BLACK	LC-706	155.00	186.00		
KOBE – PLUM	LC-707	155.00	186.00		
KOBE – TANGERINE	LC-709	155.00	186.00		
STERLING COFFEE TABLE	TO-601	165.00	198.00		
STERLING END TABLE	TO-602	155.00	186.00		
HAMPTON COFFEE TABLE	TO-501	170.00	204.00		
HAMPTON END TABLE	TO-502	165.00	198.00		
WESTCHESTER COFFEE TABLE	TO-101	175.00	210.00		
WESTCHESTER END TABLE	TO-102	160.00	192.00		
HAMILTON COFFEE TABLE	TO-401	180.00	216.00		
HAMILTON END TABLE	TO-402	185.00	222.00		
PRINCETON COFFEE TABLE	TO-201	170.00	204.00		
PRINCETON END TABLE	TO-202	165.00	198.00		
CUBE TABLE – BLACK (24X24X21)*	TO-605	235.00	282.00		
CUBE TABLE – BLACK (24X24X16)*	TO-603	190.00	228.00		
CUBE TABLE – BLACK (30X30X16)*	TO-604	220.00	264.00		
*CUBE TABLE AVAILABLE IN WHITE – DESIGNATE COLOR ON YOUR ORDER FORM					
LED BUFFET TABLE	LB-3005	999.00	1199.00		
LED CUMMUNNAL TABLE	LB-3003	1199.00	1439.00		
LED LIGHT BAR	LB-3000	995.00	1194.00		
HIGH BAR TABLE	LB-3001	695.00	834.00		
BAR – BLACK	AC-112B	270.00	324.00		
BAR – WHITE	AC-112W	270.00	324.00		
EXTENSION BAR	AC-201	345.00	414.00		
CORNER BAR	AC-200	345.00	414.00		
SILK BLACK BAR STOOL	SB-202	150.00	180.00		
BOMBE BAR STOOL	SB-203	170.00	204.00		
TRAVE BAR STOOL	SB-208	170.00	204.00		
LENNOX BAR STOOL	SB-201	170.00	204.00		

FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL
EURO BLACK BAR STOOL	SB-204	150.00	180.00		
PARK AVE BAR STOOL	SB-209	160.00	192.00		
HOURGLASS BAR STOOL – WHITE	SB-505W	165.00	198.00		
HOURGLASS BAR STOOL – BLACK	SB-505B	165.00	198.00		
NAPA STOOL	SB-501W	160.00	192.00		
DRAFTING STOOL W/ARMS	SD-100	175.00	210.00		
DRAFTING STOOL NO ARMS	SD-101	170.00	204.00		
PANTON CHAIR – WHITE (CH-800W)	CH-800	125.00	150.00		
PANTON CHAIR – BLACK (CH-800B)	CH-800	125.00	150.00		
SILK BLACK CHAIR – NO ARMS	CH-307	95.00	114.00		
SILK BLACK CHAIR – WITH ARMS	CH-308	100.00	120.00		
EURO BLACK CHAIR – NO ARMS	CH-301	85.00	102.00		
EURO BLACK CHAIR – WITH ARMS	CH-302	90.00	108.00		
EURO MAPLE CHAIR	CH-309	120.00	144.00		
PARK AVE CAFÉ CHAIR	CH-311	140.00	168.00		
QUEEN ANNE CHAIR	CH-900	130.00	156.00		
TRADITIONAL MAHOGANY CHAIR	CH-904	190.00	228.00		
TRADITIONAL MAHOGANY CHAIR W/CASTERS	CH-905	195.00	234.00		
PARSON CHAIR	CH-907	130.00	156.00		
LENNOX BAR TABLE	TB-103	205.00	246.00		
BOMBE BAR TABLE	TB-102	235.00	282.00		
SILK BAR TABLE – 30"D	TB-206	170.00	204.00		
SILK BAR TABLE – 36"D	TB-207	175.00	210.00		
TRAVE BAR TABLE	TB-100	235.00	282.00		
EURO CHROME CAFÉ TABLE – 30"D*	TC-504	170.00	204.00		
EURO CHROME CAFÉ TABLE – 36"D*	TC-505	175.00	210.00		
EURO CHROME CAFÉ TABLE – 42"D*	TC-108	180.00	216.00		
EURO BLACK CAFÉ TABLE – 30"D*	TC-502	170.00	204.00		
EURO BLACK CAFÉ TABLE – 36"D*	TC-503	175.00	210.00		
EURO BLACK CAFÉ TABLE – 42"D*	TC-107	180.00	216.00		
EURO BLACK BAR TABLE – 30"D*	TB-204	170.00	204.00		
EURO BLACK BAR TABLE – 36"D*	TB-205	175.00	210.00		
*EURO CAFÉ/BAR TABLES AVAILABLE IN WHITE – DESIGNATE COLOR ON YOUR ORDER FORM					
PARK AVE CAFÉ TABLE – 30"D	TC-500	160.00	192.00		
PARK AVE CAFÉ TABLE – 36"D	TC-501	165.00	198.00		
PARK AVE BAR TABLE – 30"D	TB-200	170.00	204.00		
PARK AVE BAR TABLE – 36"D	TB-201	175.00	210.00		
EURO MAPLE CAFÉ TABLE	TC-102	195.00	234.00		
CARMEL ETAGERE	BC-121	415.00	498.00		
CONFERENCE CHAIR – MID BACK	CH-200	170.00	204.00		
CONFERENCE CHAIR – HIGH BACK	CH-201	180.00	216.00		
CONFERENCE CHAIR – SLED BASE	CH-202	160.00	192.00		
CONFERENCE CHAIR – MID BK LEATHER	CH-100	190.00	228.00		

SUBTOTAL COLUMN 1

SUBTOTAL COLUMN 2

ORDER ONLINE at www.MirageExpositionServices.com

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Furniture Rental services are a preferred service of The Mirage.
Charges will appear on statement as "TEAM Co."

Tax 8.10%	
Total Order	

MES FURNITURE RENTAL (CONTINUED)

FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL
CONFERENCE CHAIR – HIGH BK LTHR	CH-101	225.00	270.00		
CONFERENCE CHAIR – SLED BASE LTHR	CH-102	185.00	222.00		
TASK CHAIR – WITH ARMS	CH-400	130.00	156.00		
TASK CHAIR – NO ARMS	CH-401	135.00	162.00		
CONFERENCE CHAIR – HIGH BACK GREY	CH-203	180.00	216.00		
TRADITIONAL MAHOGANY CHAIR – LEATHER	CH-908	235.00	282.00		
CONFERENCE TABLE – 6' MAPLE	TC-600	415.00	498.00		
CONFERENCE TABLE – 8' MAPLE	TC-601	450.00	540.00		
CONFERENCE TABLE – 6' BLACK	TC-312	415.00	498.00		
CONFERENCE TABLE – 6' MAHOGANY	TC-307	415.00	498.00		
CONFERENCE TABLE – 6' BLACK	TC-309	415.00	498.00		
CONFERENCE TABLE – 8' MAHOGANY	TC-302	450.00	540.00		
CONFERENCE TABLE – 8' BLACK	TC-303	450.00	540.00		
CONFERENCE TABLE – 10' BLACK	TC-301	520.00	624.00		
QUEEN ANNE CONFERENCE TABLE	TC-104	375.00	450.00		
QUEEN ANNE WRITING DESK	DE-601	290.00	348.00		
CHROME & GLASS TABLE – 5'	TG-400	380.00	456.00		
CHROME & GLASS TABLE – 42"D	TG-403	275.00	330.00		
TRESTLE TABLE – 4'	TG-401	280.00	336.00		
TRESTLE TABLE – 32"D	TG-402	260.00	312.00		
STORAGE PEDESTAL – BLACK	PE-100	365.00	438.00		
STORAGE PEDESTAL – GRAY	PE-105	365.00	438.00		
STORAGE PEDESTAL – WHITE	PE-110	365.00	438.00		
COMPUTER COUNTER	TC-700	175.00	210.00		
COMPUTER DESK	TC-701	165.00	198.00		
BOOKCASE – GRAY	BC-103	325.00	390.00		
CREDENZA – GRAY	CR-100	370.00	444.00		
DESK - GRAY	DE-102	375.00	450.00		
CREDENZA – MAPLE	CR-212	450.00	540.00		
SINGLE PEDESTAL DESK – MAPLE	DE-136	470.00	564.00		
DOUBLE PEDESTAL DESK – MAPLE	DE-131	475.00	570.00		
LATERAL FILE – MAPLE	LF-206	315.00	378.00		
CREDENZA – WALNUT	CR-205	450.00	540.00		
DOUBLE PEDESTAL DESK – WALNUT	DE-206	420.00	504.00		
EXEC DBL PEDESTAL DESK - WALNUT	DE-201	460.00	552.00		
			SUBTOTAL PAGE 1		
			SUBTOTAL PAGE 2		
			SUBTOTAL PAGE 3		

FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL
LATERAL FILE – WALNUT	LF-204	310.00	372.00		
BOOKCASE – MAHOGANY	BC-107	450.00	540.00		
BOOKCASE – WALNUT	BC-109	340.00	408.00		
CREDENZA – MAHOGANY	CR-301	495.00	594.00		
DOUBLE PEDESTAL DESK – MAHOGANY	DE-300	495.00	594.00		
FILE – 2 DRAWER LATERAL GRAY	LF-101	285.00	342.00		
FILE – 2 DRAWER LATERAL BLACK	LF-106	285.00	342.00		
REFRIGERATOR SMALL	AC-111	290.00	348.00		
PEDESTAL – BLACK (14X14X42)	PE-101	185.00	222.00		
PEDESTAL – BLACK (14X14X36)	PE-102	200.00	240.00		
PEDESTAL – BLACK (14X14X30)	PE-103	235.00	282.00		
PEDESTAL – GRAY (14X14X42)	PE-106	240.00	288.00		
PEDESTAL – GRAY (14X14X36)	PE-107	205.00	246.00		
PEDESTAL – GRAY (14X14X30)	PE-108	185.00	222.00		
PEDESTAL – WHITE (14X14X42)	PE-111	240.00	288.00		
PEDESTAL – WHITE (14X14X36)	PE-112	205.00	246.00		
PEDESTAL – WHITE (14X14X30)	PE-113	185.00	222.00		
PEDESTAL – BLACK (24X24X36)	PE-104	290.00	348.00		
PEDESTAL – GRAY (24X24X36)	PE-109	290.00	348.00		
PEDESTAL – WHITE (24X24X36)	PE-114	290.00	348.00		
STANCHION – CHROME	SR-100	60.00	72.00		
STANCHION ROPE 6'	SR-101	50.00	60.00		
COAT HANGER	AC-100	90.00	108.00		
EASEL WOOD	ES-100	90.00	108.00		
LITERATURE RACK – BLACK	AC-104	130.00	156.00		
METROPOLITAN – CONSOLE TABLE	TO-303	195.00	234.00		
METROPOLITAN – END TABLE	TO-302	160.00	192.00		
METROPOLITAN – COFFEE TABLE	TO-301	175.00	210.00		
LITERATURE STAND – SILVER	AC-108	140.00	168.00		
VERTICAL FILE – 4 DRAWER BLACK	VF-202	285.00	342.00		
VERTICAL FILE – 4 DRAWER GRAY	VF-203	285.00	342.00		
VERTICAL FILE – 2 DRAWER BLACK	VF-200	145.00	174.00		
VERTICAL FILE – 2 DRAWER GRAY	VF-201	145.00	174.00		
RIALTO – TABLE LAMP	TL-101	80.00	96.00		
FLOOR LAMP – CHROME/FROSTED GLASS	FL-101	140.00	168.00		
			SUBTOTAL PAGE 1		
			SUBTOTAL PAGE 2		
			SUBTOTAL PAGE 3		

ORDER ONLINE at www.MirageExpositionServices.com

TOTAL COLUMN 1 & 2 **$**

Plus Tax 8.10% $

Total Order $

Show Site Delivery Date:	Show Site Delivery Time:	Show Site Pick Up Date:	Show Site Pick Up Time:
Show Site Contact Person:		Show Site Cell Number:	Booth Number:

Payment for services must be in U.S. Funds, Drawn on U.S. Banks Furniture Rental services are a preferred service of the The Mirage.
CHARGES WILL APPEAR ON CREDIT CARD STATEMENTS AS "TEAM CO"

ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
www.**Mirage Exposition Services**.COM
6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
Email: orders@exposervicedesk.com

BOOTH NUMBER

Order Online at www.MirageExpositionServices.com

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
TYPE: EXP DATE:		
CARDHOLDERS SIGNATURE:	EMAIL **Required for Receipt**	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY (BOTH SIDES) FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER

PLUMBING SERVICE

COMPRESSED AIR: 90-100 Pounds PSI ***Note: The standard connector for compressed air is a ¼" AMFLO-C1 connector. For any other connections contact AES.***

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		$ 517.00	$ 776.00	$
Each additional connection within 5 feet of 1st outlet.		259.00	374.00	$
CFM required: Min. of 5 CFM Size of connection:___		8.00 / Each CFM	12.00 / Each CFM	$

WATER SERVICE: ***Note: Pressure may vary, no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are ½" FIP.***

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		$520.00	$793.00	$
Each additional connection within 5 feet of 1st outlet.		260.00	397.00	$
Size of connection required:	Number of connections:		GPM required:	

DRAIN: ***Note: Floor drains exist in limited locations, please call to verify drain availability or supplemental charges which may be incurred.***

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		$520.00	$793.00	$
Each additional connection within 5 feet of 1st outlet.		260.00	397.00	$
Size of connection required:	Number of connections:			

LABOR: A Minimum charge for labor to install and dismantle of 1 ½ hours is required. Rates listed below

Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m. Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate.

STRAIGHT TIME: $ 75.00 - OVERTIME: $ 135.00

LABOR IS REQUIRED FOR ALL CONNECTIONS

TOTAL OUTLET	**$**
TOTAL LABOR	**$**
TOTAL PLUMBING	**$**

Payment for services must be in US Funds, Drawn on US Banks.
Plumbing is an exclusive service of The Mirage
Charges will appear on statement as "TEAM Co."

COMPRESSED AIR * WATER * DRAIN
INSTRUCTIONS AND CONDITIONS

1. All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
2. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
3. All equipment must comply with state and local safety codes.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air outlets is a ¼" AMFLO-C1 connector, the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment are allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
6. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel.
7. Equipment using water must have inlet and outlet properly marked and identified.
8. Unless otherwise directed, in writing by exhibitor or its representative, plumbing contractor personnel may be required to cut floor coverings to permit installation of service.
9. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets are at the back wall of line (in-line) and peninsula booths. For island booths outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
10. Due to the portable nature of the air lines to be used in the Mirage Convention Area, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
11. Special supplies, such as: regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered within thirty (30) days written notice – every effort to assist you will be made to provide you with all special requirements.
12. All utility outlets include up to one hundred feet (100') of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
13. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Form". You will also be charged for electrical outlets for any services, which require power for special plumbing needs, such as; pumps, ejectors and or compressor outlets.
14. Credits will not be given for outlets installed even though not used.
15. A separate outlet fee will be made for each piece of equipment using connected service, whether connected Direct or Otherwise. The volume required will determine Service outlet size.
16. All work performed within a booth attaching lines to equipment will be charged on a time and material basis in addition to outlet fees.

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to exhibitor arrival for move in, all other orders will be processed at the late order rate. Payment in full must be rendered prior to the close of show. NO EXCEPTIONS PLEASE!

Payment for services must be in US Funds, Drawn on US Banks.
Plumbing is an exclusive service of The Mirage.
Charges will appear on statement as "TEAM Co."

ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
www.**Mirage Exposition Services**.com
6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
Email: orders@exposervicedesk.com

BOOTH NUMBER

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
TYPE: EXP DATE:		
CARDHOLDERS SIGNATURE:	EMAIL ****REQUIRED FOR RECEIPT****	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

TELECOMMUNICATIONS SERVICE

SERVICE	QTY.	PRE ORDER	LATE ORDER	TOTAL Quantity X Price
Single Line Touch Tone Phone w/ Instrument		**$ 375.00** Includes 50.00 Deposit	**$ 475.00** Includes 50.00 Deposit	**$**
Single Line Touch Tone Phone w/o Instrument (i.e., fax, modem line, credit card machine, etc.)		**325.00** Includes 50.00 Deposit	**425.00** Includes 50.00 Deposit	**$**
Multi-Line Touch Tone Phone w/ Display Installed with up to six rollovers. (i.e., you receive one number w/ six roll over line ability)		**575.00** Includes 150.00 Deposit	**675.00** Includes 150.00 Deposit	**$**
Multi-Line Touch Tone Phone w/o Display		**525.00** Includes 150.00 Deposit	**625.00** Includes 150.00 Deposit	**$**
Voice Mail Will act as an answering machine for your single or multi-line service.		**75.00**	**85.00**	**$**
Long Distance Block Requires a code to use Long Distance Services.		**75.00**	**85.00**	**$**
FOR BROADBAND INTERNET AND NETWORKING SERVICES: SEE: *BROADBAND INTERNET & NETWORKING FORM*			**TOTAL**	**$**

ADDITIONAL CHARGES / FEES:

ALL ORDERS INSTALLED ON WEEKENDS REQUIRE A $150.00 LABOR FEE

- Call Detail Charges – Local call, operator assisted and 800 calls will be charged at a minimum of $1.00 per minute for the first 30 minutes and .15 for each additional minute after. All long distance and international calls are charged based on the prevailing rates.
- Instruments – Instruments with attachment line must be returned to the MTS Exhibitor Service Desk within one hour following the close of the event. Exhibitors who do not return their instruments will be charged: $50.00 for single line instruments and $150 for multi line instruments.
- Labor Charges – Labor between the hours of 9:00 a.m. and 5:00 – Monday through Friday (except holidays) will be at the straight time labor rate, all other hours will be at the overtime rates. Exhibitors will be charged a minimum $100.00 relocation fee to move lines, program exhibitors equipment or for damage to telephone lines which occurs in the booth and is caused by exhibitor, exhibitor's employees or any appointed representatives will be charged on a labor and material basis for these occurrences. Labor Rates: Straight Time - $75.00 Overtime - $135.00
- Cancellation Notice – All orders are subject to a $25.00 handling fee if canceled within ten (10) calendar days prior to show opening date. No refund will be given for services canceled after they have been installed. All prices are subject to change without prior notice.

Payment for services must be in U.S. Funds, Drawn on U.S. Banks
Charges will appear on statements as: TEAM Co.
Telecommunication services are an exclusive service of The Mirage Resort.

Order Online at www.MirageExpostionServices.com

ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
www.**Mirage Exposition Services**.COM
6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
Email: orders@exposervicedesk.com

BOOTH NUMBER

EVENT NAME:	EVENT DATES:	LOCATION:
EXHIBITING COMPANY NAME:		
BILLING NAME AND STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
TELEPHONE NUMBER:	FAX NUMBER:	
CARDHOLDER (PRINT):	ORDERED BY:	
TYPE: EXP DATE:		
CARDHOLDERS SIGNATURE:	EMAIL: ****Required for Receipt****	

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED.
PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

VIDEO SIGNAL & INHOUSE ELECTRONIC MEDIA

Description of Service	Quantity X Price + Equipment Deposit	Total
1. Standard Cable TV Drop:		
Advanced Rate	X $ 325.00	
Show Site Rate	X $ 487.00	
The antenna drop includes all cable, adapters, service fees and amplification to deliver one feed into the booth. One feed can be distributed throughout the booth on a time and material basis. If you are requesting distribution for your cable feed, please send a floor plan indicating the locations where you will require antenna feeds		
2. Distribution Labor		
Technical Labor – Straight Time	X $ 75.00	
Technical Labor – Over Time	X $ 135.00	
All orders are subject to a $25.00 handling fee if canceled within fourteen (14) calendar days prior to show opening date. No refunds will be issued for services canceled after they have been installed. All prices are subject to change without prior notice. All locating of satellite dishes for outside access is done by MES personnel. Please call if you plan on bringing your own satellite dish or up-link vehicles. We will advise you of the areas where they may be located. Consideration will be given to direction from which signal is relayed.		
3. In-House Electronic Media		
Mirage rooms per-day	X $ 500.00	
Multiple Properties ($500.00 per Property)	X $ 500.00	
Production Labor	Call for Quote	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to 702-309-8328*		

Notes:
1. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
2. MES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to: MES*
3. Installations are due 24 hours prior to show opening.
4. Attach any required additional floor plans / diagrams.

Payment for services must be in US Funds, Drawn on US Banks.
Video Signal and In-House Electronic Media Services are an exclusive service of The Mirage.
Charges will appear on statements as: TEAM Company

Order Online at www.MirageExpositionServices.com

Mail or Fax forms to:
MIRAGE EXPOSITION SERVICES
6455 S. Dean Martin Dr. Suite C
Las Vegas, NV 89118
Phone: 702.309.TEAM (8326)
Fax: 702.309.8328

Exhibitor Worksheet

Total Cost Worksheet

Service	Total Cost
Audio Visual	$_____
Banners & Hanging Signs	$_____
Booth Cleaning	$_____
Booth Lighting	$_____
Broadband Internet & Networking	$_____
Computer Rental	$_____
Kiosk Rental Services	$_____
Electrical	$_____
Floral	$_____
Furniture Rental	$_____
Plumbing	$_____
Telecommunications	$_____
Video Signal Services	$_____
Total Cost	**$_____**

Service Form Check List:

- ❑ I have read all of the applicable instructions and restrictions carefully
- ❑ I have filled out all required information, including **Company Name, Booth Number, Show Name and Credit Card Information.**
- ❑ I have included or have sent separately all detailed plans of my exhibit or meeting space that will be required for Mirage Exposition Services.

FAQ's

Q. How soon in advance do I need to submit my order in order to receive advanced pricing?

A. MES must receive your order and accompanying payment a minimum of fourteen **(14)** calendar days prior to show open.

Q. How can I pay for my service needs?

A. MES accepts Checks and Currency in US Funds, Drawn on US Banks, American Express, Master Card and Visa.

Q. How do I know when my order form is complete?

A. MES considers an order to be complete when it contains all the appropriate billing information, show information, booth number(s), credit card information and signature. If the client is exhibiting in a booth that is not a line booth, MES requests that a detailed floor plan, indicating adjacent booth numbers accompany the service form.

Q. Can I order my services online?

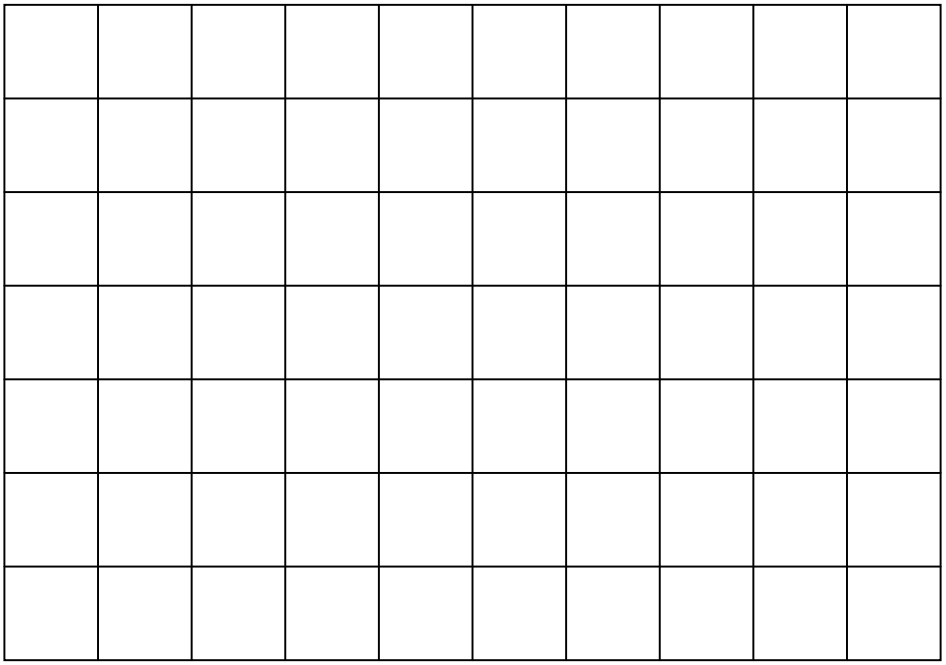
A. MES has an online ordering service at www.MirageExpositionServices.com. Customers that order online will receive an email invoice of their order.

BOOTH DIAGRAM INFORMATION

ADJACENT BOOTH # _____

ADJACENT BOOTH # _____

ADJACENT BOOTH # _____



∅ ELECTRICAL LOCATIONS ⊕ ELECTRICAL MAIN DROP • PLUMBING LOCATIONS
□ STAGING & LIGHTING LOCATIONS ∇ AUDIO VISUAL LOCATIONS ☒ INTERNET

Mail or Fax forms to:
MIRAGE EXPOSITION SERVICES
6455 S. Dean Martin Dr. Suite C
Las Vegas, NV 89118
Phone: 702.309.TEAM (8326)
Fax: 702.309.8328

Order Confirmation Sheet

MES does not automatically provide order confirmation. If you would like to have your order confirmed, please submit this form with your order.

Audio Visual ☐	Banners & Signs ☐	Cleaning ☐
Broadband Internet ☐	Kiosk Rental ☐	Computers ☐
Plumbing ☐	Electrical ☐	Lighting ☐
Floral ☐	Telecommunications ☐	Furniture ☐
Video Signal ☐		

Order Received On _____

Received by: _____

Issues or Missing Information if any: _____

_____

_____

Confirmed on: _____

Temporary Health Permit Application

Biggest Tattoo Show on Earth 2012 ▸ Mirage Event Center
10/26 2pm-10pm; 10/27 12pm-10pm; 10/28 12pm-8pm

Applicant Contact Information – PRINT CLEARLY, a receipt will be sent to you.	
***You must have your receipt to get an inspection. Receipt will be emailed unless otherwise requested.**	
Name:	
Home Address:	
City, State ZIP Code:	
Home Phone:	
Cell Phone:	
***E-Mail Address:**	

Booth / Equipment Information			
Name of the shop you are affiliated with:			
Body Art Type:	☐ TATTOO ☐ BODY PIERCING ☐ PERMANENT MAKE-UP		
Instruments Used:	☐Disposable	☐*Non-disposable	***Spore test must be conducted within 30 days of the event and available at your work station.**
Instrument Manufacturer(s):			
Sanitizer Type:	☐Chlorine ☐Quaternary ☐Ammonium ☐Phenol-based ☐_____		

Documentation – Proof of at least six (6) months of experience.
One of the following MUST be submitted with application:
☐ Letter of experience from a previous employer. Letter must contain: shop name, address and phone number, dates of employment, print and signed name of owner or manager; **OR**
☐ Business license for tattoo, permanent make-up, or body piercing issued more than six (6) months prior to submitting application and must have applicants name on it; **OR**
☐ Health card or other body art licensing from another state with applicants name on it.

Fees – NO checks accepted. Money Order or Cashier's Check ONLY, payable to SNHD. *Cash accepted only when applying in person at any SNHD location.*	
Each artist must include this fee. Must be received no less than 30 days before event or late fees will apply.	
$145.00	If paid on or before **9/26/2012**
$218.00	If paid on or after 9/27/2012
$290.00	If paid on or after 10/25/2012

The operator is responsible for meeting all requirements as set forth in the applicable sections of the *Southern Nevada Health District Regulations Governing the Sanitation of the Tattoo / Permanent Make-up / Body Piercing Establishments.* **www.southernnevadahealthdistrict.org/body-art/regulations.php**

I UNDERSTAND THAT FAILURE TO COMPLY WITH ALL APPLICABLE REGULATIONS MAY RESULT IN IMMEDIATE REVOCATION OF THE BODY ART BOOTH SPECIAL EVENT HEALTH PERMIT.

Artist Signature _____ Date _____

Mail application and payment to:

Special Programs - Henderson Office ▸ 520 East Lake Mead Pkwy, Henderson, NV 89015
(702) 759-0677 ▸ bowers@snhdmail.org